**岗位申请书**

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| **请用钢笔或签字笔填写本表，字迹要求公正清晰。.** | | | | | |  |
| **部门（子公司）** |  | **申请岗位** |  | **到岗日期** |  |

**基本情况**

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| **姓 名** |  | | | **性别** |  | **民族** | |  | **籍贯** |  | | | **出生年月** |  |
| **宗教信仰** |  | **血型** | |  | **政治**  **面貌** | |  | | **最后学历** | |  | | **学位** |  |
| **身份证号码** |  | | | | | | | | **电话/移动电话** | | |  | | |
| **家庭住址** |  | | | | | | | | **E-MAIL** | | |  | | |
| **通讯地址** |  | | | | | | | | **邮政编码** | | |  | | |
| **配偶姓名** |  | | **配偶工作单位** | | |  | | | | | | | | |

**教育背景**

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| **起止时间** | **就读学校** | **所学专业** | **学历** | **学位** |
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**培训记录**

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| **项 目** | **期 限** | **培训情况（包括结果）** |
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**资格证书(含国家英语等级证书、计算机等级证书、职称证书、从业证书及其它证书)**

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| **资格证书名称** | **颁证机构** | **等级** | **资格证书名称** | **颁证机构** | **等级** |
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**就职记录（按就职时间倒序填写）**

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| **起止时间** | **工作单位** | **岗位或职务** | **主要工作内容** | **基本**  **月薪** | **离职原因** |
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**竞职优势**

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**职业技能**

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| **外语水平** |  |
| **计算机能力** |  |
| **其他** |  |

**情况咨询**

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| **您是否由长虹公司员工推荐？**  □ **是** □ **否** | **请提供推荐人的基本情况** | | |
| **姓名** | **部门** | **与您的关系** |
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**请列示最近三家单位分管领导和HR的具体职务及联系方式（该项用于终试后的背景调查）**

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| --- | --- | --- | --- | --- |
| **序号** | **姓名** | **单位名称及职务** | **单位邮箱** | **联络电话** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |

**紧急情况时联系人**

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| **姓 名** | **与本人关系** | **联系方式（手机/电话）** |
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**资料保存**

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| **您是否同意您的资料在公司保留四个月，否则，恕不退回？** □ **同意** □ **不同意** |

**待遇要求**

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| **最低月薪 ：** |

**无竞业限制承诺**

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| **本人承诺与原单位未签订“竞业限制协议”，若教育公司因此被原单位起诉产生经济、社会信誉等方面的损失，将由我本人全部承担，并根据《劳动合同法》第39条规定依法与公司解除劳动关系。**  **承诺人：**  **身份证号：**  **年 月 日** |

**项目情况（主要介绍所经历的项目、项目规模、项目中担任角色）**

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**本人郑重承诺：**

**1、所提供资料均属实。**

**2、与原单位已办理完劳动关系、经济等责任手续。**

**3、若有不实之处，因此引起的一切不良后果概由本人负责，与贵公司无关。**

**申请人签名： 日期： 年 月 日**