**人员应聘登记表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | | | **性别** |  | | **出生日期** | |  | | **手机号** |  | | | | | | 一寸照片 | | | |
| **籍贯** |  | | | **民族** |  | **政治面貌** | | |  | | **身份证号** |  | | | | | |
| **现住地址** | |  | | | | | | | | | **电子邮箱** |  | | | | | |
| **户口所在地** | |  | | | | | | | | | | **户口类型** | | 城镇农业 | | | |
| **档案所在地** | |  | | | | | | | | | | **入党时间** | |  | | | |
| **职称证书/** | |  | | | | | | **外语等级** | |  | | **身高** | |  | | | **体重** | | | |  |
| **执业资格证书** | |  | | | | | | **计算机等级** | |  | | **参加工作时间** | | | | |  | | | | |
| **应聘岗位** | |  | | | | | | **期望薪资** | |  | | **目前状态** | | 在职已离职办理离职中  预计到岗时间： | | | | | | | |
| **主要教育经历（从高到低填写）** | | | | | | | | | | | | | | | | | | | | | |
| **教育起止时间** | | | **院校名称** | | | | | | | **专业** | | | **学历** | | | **学位** | | | | **是否全日制** | |
|  | | |  | | | | | | |  | | |  | | |  | | | |  | |
|  | | |  | | | | | | |  | | |  | | |  | | | |  | |
|  | | |  | | | | | | |  | | |  | | |  | | | |  | |
| **主要工作经历（从近到远填写）** | | | | | | | | | | | | | | | | | | | | | |
| **工作起止时间** | | | **工作单位** | | | | | | | **岗位职务** | | **月工资** | **证明人及职务** | | **联系电话** | | | | **离职原因** | | |
|  | | |  | | | | | | |  | |  |  | |  | | | |  | | |
|  | | |  | | | | | | |  | |  |  | |  | | | |  | | |
|  | | |  | | | | | | |  | |  |  | |  | | | |  | | |
|  | | |  | | | | | | |  | |  |  | |  | | | |  | | |
|  | | |  | | | | | | |  | |  |  | |  | | | |  | | |
| **主要培训经历（从近到远填写）** | | | | | | | | | | | | | | | | | | | | | |
| **培训时间** | | | **培训内容** | | | | | | | **培训组织单位** | | | **获得证书** | | | | | | | | |
|  | | |  | | | | | | |  | | |  | | | | | | | | |
|  | | |  | | | | | | |  | | |  | | | | | | | | |
|  | | |  | | | | | | |  | | |  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **请完成正反面填写**  **主要家庭成员** | | | | | | | | | | | | | | |
| **姓 名** | | | **关 系** | | | **工作单位** | | | | **职务** | | | **联系方式** | |
|  | | |  | | |  | | | |  | | |  | |
|  | | |  | | |  | | | |  | | |  | |
|  | | |  | | |  | | | |  | | |  | |
| **紧急情况联络人** | | | | | | | | | | | | | | |
| **姓名** | | | | **关系** | | | | **联系地址** | | | | **电话** | | |
|  | | | |  | | | |  | | | |  | | |
| **是否曾经或正在追究与承担过刑事责任：填写“是”或“否”**  （ ） | | | | | | | | | | | | | | |
| **前用人**  **单位信息** | | | **是与前用人单位约定了保密协议与竞业限制条款：填写“是”或“否”** （ ） | | | | | | | | | | | |
| **是否与前用人单位有未尽的法律事宜：填写“是”或“否”** （ ） | | | | | | | | | | | |
| **个人技能专长** | | | | |  | | | | **个人兴趣爱好** | | |  | | |
| **应聘信息来源** | | |  | | | | | | **是否有亲友在本公司任职：填写“是”或“否”**  （ ）  **姓名：** **职务：** | | | | | |
| **所获荣誉/**  **主要业绩描述** | | |  | | | | | | | | | | | |
| **承诺确认** | | 本人保证所提供以及填写的应聘资料均属实，如有虚假，公司有权无偿解除劳动合同。  **填表人签名： 日期：** | | | | | | | | | | | | |
| * **报到入职时填写：** | | | | | | | | | | | | | | |
| **入职部门** | | |  | | | | **入职岗位** | |  | | **入职时间** | | |  |
| **员**  **工**  **声**  **明** | 1、员工确认，公司已如实告知工作内容、工作地点、工作条件、职业危害、安全生产状况、劳动报酬以及员工要求了解的情况。本人已充分阅读公司的各项规章制度，并愿意遵照执行。  2、员工在本表提供的个人信息、学历证明、资格证明、工作经历、健康状况等个人资料均真实，员工充分了解上述资料的真实性是双方订立劳动合同的前提条件，如有弄虚作假或隐瞒的情况，属于严重违反公司规章制度，同意公司无偿解除劳动合同或对劳动合同做无效认定处理，公司因此遭受的损失，员工有对此赔偿的义务。  3、员工确认，本表所填写的现住地址为邮寄送达地址，公司向该通信地址寄送的文件或物品，如果发生收件人拒绝签收或其他无法送达的情形的，员工同意，从公司寄出之日起视为公司已经送达。  **员工签名： 日期：** | | | | | | | | | | | | | |