**应 聘 登 记 表**

**填表日期:** **年** **月** **日**

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| 姓名 | |  | | | 曾用名 | | | |  | | | 性别 | | |  | | | 生日 | | | | | | | | | ○阳历 ○阴历 年　 月　 日 | | | | | | | | | | | | | | | | | | | | | | | | | 照片 | | |
| 参加工作时间 | | | | | 年 | | | | | 身份证号 | | | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  |  |  | | |  | |  | | | |  |  | |  | |  |
| 身高 | | 厘米 | | | 体重 | | | 千克 | | | | 血型 | | | 型 | | | | | | | 民族 | | | | | | | 族 | | | | | 户口性质 | | | | | | ○农业 ○非农业 | | | | | | | | | | | |
| 政治面貌 | | |  | | | | 最高学历 | | | | |  | | | 获得时间 | | | | | | |  | | | | | | | 星座 | | | | |  | | | | | 属相 | | | | |  | | | | | | | |
| 出生地点 | | |  | | | | 户籍地 | | | | |  | | | | | | | | 住房状况 | | | | | | | | | | | ○与父母同住  ○自有住房  ○寄居  ○租房 | | | | | | | | | | | | | | | | | | | | | | | |
| 婚姻状况 | | | ○单身 ○恋爱 ○已婚 ○离异 ○丧偶 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 子女数 | | | | | ○无 ○有： 个 | | | | | | | | | | | | | | | | | | |
| 人事关系  所在地 | | | | |  | | | | | | | | | 社保办理情况 | | | | | | | | | | | ○无 ○有：◎养老 ◎医疗 ◎工伤 ◎失业 ◎生育 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 电脑技能 | | | Word： ○一般 ○熟练 ○优秀 Excel：○一般 ○熟练 ○优秀 　 PPT：○一般 ○熟练 ○优秀 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 第二语言 | | | ○英语 ○日语 ○其他：　　 　 程度：○一般 ○熟练 ○优秀 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 驾照 | | | | | ○有：　 　年驾龄 ○无 | | | | | | | | | | | |
| 应聘岗位 | | |  | | | | | | | | 期望月薪 | | | | | 元 | | | | | | | | | 是否考虑其他岗位 | | | | | | | | | | | | | ○是： ○否 | | | | | | | | | | | | | | | | |
| 是否接受出差 | | | | | | ○接受 ○不接受 | | | | | | | | | | | | | | | | | | | 是否接受外派 | | | | | | | | | | | | | ○接受 ○不接受 | | | | | | | | | | | | | | | | |
| 经何种渠道应聘 | | | | | | ○人才市场 ○招聘网站 ○户外广告 ○熟人介绍 姓名： 公司及部门： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **联系方式** | 户口地址 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 个人联系电话 | | | | | | | | | | |  | | | | | | | | | |
| 现居住地址 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 邮编 | | | | | | | | | | |  | | | | | | | | | |
| 电子邮箱 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 其他联系方式 | | | | | | | | | | |  | | | | | | | | | |
| 紧急联系人姓名 | | | | |  | | | | | | | 紧急联系人手机 | | | | | | | | | | | | | |  | | | | | | | | | | | | | | 与紧急联系人关系 | | | | | | | | | | | |  | |
| 性格特征详述 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 专长及附加技能 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育经历** | 起止年月 | | | | | 学校／培训机构 | | | | | | | | | | | | | | | | | 专业／培训课程 | | | | | | | | | | | | | | | | | | | | 证明人 | | | | | | | 联系电话 | | | | |
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| **工作经历** | 起止年月 | | | | | 工作单位 | | | | | | | | | 部门职务 | | | | | | | | 月薪 | | | | | | | | | 离职原因 | | | | | | | | | | | 证明人 | | | | | | | 联系电话 | | | | |
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| **家庭主要成员** | 姓名 | | | | 称谓 | | | | 政治面貌 | | | | 职务 | | | | | | | 工作单位 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 联系电话 | | | | | |
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| 1、何时能来工作？请说明并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2、你有没有亲戚/朋友在本公司工作？如有，请提供姓名及关系并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3、你曾因违纪被学校记过/被公司解雇吗？如有，请说明原因并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4、你有否因曾触犯法律而被捕或法院判罪或拘押？如有，请说明原因并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5、近三年你是否患过严重疾病？有无任何残疾或患任何慢性疾病？如有，请说明并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6、你和原工作单位是否已解除劳动合同？以前公司有没有任何限制你在本公司工作的情况？请说明并确认签字。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **本公司郑重声明：**我公司将对所有应聘人员所填写的资料统一归档并保密，恕不退还，敬请谅解！ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **应聘人员郑重声明**（如应聘者不同意签字将失去本次面试机会）  身为贵公司的应聘者，我在此郑重声明：本人在该登记表中所提供的情况是正确的、属实的，同时，同意并接受贵公司对表中内容进行必要的调查。如发现虚假信息，贵公司可随时解除与本人的劳动关系，且不承担任何赔偿责任。如因我本人提供虚假信息，给贵公司造成的任何损失，我本人愿承担赔偿责任。  **应聘人员签名：** **日期：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **以下由面试人员填写：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 人资意见 | | | | ○ 拟可试用 ○ 放入公司人才库 ○ 不予录用　　○ 拉入黑名单 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 评语： 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 用人部门 | | | | ○ 拟可试用 ○ 放入公司人才库 ○ 不予录用　　○ 拉入黑名单 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 评语： 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 项目总经理 | | | | ○ 拟可试用 ○ 放入公司人才库 ○ 不予录用　　○ 拉入黑名单 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 副总经理 | | | | ○ 拟可试用 ○ 不予录用 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 总经理 | | | | ○ 拟可试用 ○ 不予录用 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 录用情况 | | | | 部门： 岗位： 签字： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 拟订月薪 | | | | 试用期：￥ 元 试用期： 个月 | | | | | | | | | | | | | | | | | | | | | | | 正式录用 | | | | | | | | | 综合工资：￥ 元 | | | | | | | | | | | | | | | | | |