附件1

重庆市重点产业人力资源有限公司

应聘登记表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **姓名** | | |  | | | | | **性别** |  | | | | **民族** | | | | |  | | **照片**  **(近期彩照)** |
| **出生年月** | | |  | | | | | **政治面貌** |  | | | | **籍贯** | | | | |  | |
| **参加工作时间** | | |  | | | | | **身高** |  | | | | **体重** | | | | |  | |
| **学历** | | |  | | | | | **学位** |  | | | | **应聘岗位** | | | | |  | | |
| **毕业院校**  **及专业** | | |  | | | | | | | | | | **毕业时间** | | | | |  | | |
| **家庭住址** | | |  | | | | | | | | | | **婚姻状况** | | | | |  | | |
| **身份证号码** | | |  | | | | | | | | | | **联系电话** | | | | |  | | |
| **现工作单位** | | |  | | | | | | | | | | **邮箱** | | | | |  | | |
| **是否同意进入本公司人才库** | | |  | | | | | | | | | | | | | | | | | |
| **学习经历（从大学开始填写）** | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | | | | **毕业学校** | | | | | | | **专业** | | | **学历** | | | | | **学位** |
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| **工作经历** | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | | | | **所在单位/公司** | | | | | | | **部门及职务** | | | **证明人** | | | | | **联系电话** |
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| **工作业绩** | | | | | | | | | | | | | | | | | | | | | |
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| **已获取各类资格证书** | | | | | | | | | | | | | | | | | | | | | |
| **证书名称** | | **证书编号** | | | | | | | | **获取时间** | | | | **颁证单位** | | | | | **专业** | | |
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| **家庭情况（范围仅限父母、配偶、子女）** | | | | | | | | | | | | | | | | | | | | | |
| **称谓** | | | | **姓名** | | | **年龄** | | | | **政治面貌** | | | | | | **工作单位及职务** | | | | |
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| **聘用人承诺** | **我已仔细阅读本次招聘公告，理解其内容，本人郑重承诺：**  **本人符合所报岗位资格条件，报名时所填写的基本信息真实可靠，所提供的证书、证件、证明等报名材料真实有效，对违反以上承诺所造成的后果，本人自愿承担相应责任。** | | | | | | | | | | | | | | | | | | | | |
| **填表人** | | | | |  | | | | | | | | | | **年 月 日** | | | | | |

附件2

重庆市重点产业人力资源服务有限公司招聘3名文秘岗工作人员

岗位一览表

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| **序号** | **部门** | **岗位** | **人数** | **岗位要求、职责** | **所需学历、专业** | **所需人员**  **其它要求** | **薪资待遇及福利** |
| 1 | 行政部 | 综合文秘 | 3 | 1.负责公司综合性文字的起草工作；  2.负责撰写公司的方案、通知、简报等日常的文字材料；  3.负责起草领导讲话文字材料；  4.负责重大会议的文稿起草、记录、整理及核稿工作；  5.完成部门领导交办的其他事务工作。 | 全日制大学本科及以上学历并取得相应学位，文学学科门类、管理学学科门类等相关门类专业。 | 2年以上相关工作经验，年龄30岁以下  （1991年9月25日至2003年9月25日期间出生，特别优秀的可适当放宽年龄）。 | 职级确定为主管二级及以上，综合年薪为9万~12万；  其他福利：通讯、用餐、交通补助，五险两金、过节生日福利、带薪年假等 |