**附件二:**

**职 位 申 请 表**

应聘职位： 填表时间： 年 月 日

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| 姓 名 |  | 性 别 | |  | | 年 龄 |  | | | 民 族 | |  | | | | 一寸彩色照片 |
| 出生日期 |  | 身 高 | | cm | | 婚姻状况 | □未婚□已婚□已育□其它 | | | | | | | | |
| 健康状况 |  | 体 重 | | kg | | 住房情况 | □自购□租借□宿舍□其它 | | | | | | | | |
| 联系电话 |  | 特长爱好 | |  | | 身份证号 |  | | | | | | | | |
| 户籍地址 |  | 现住址 | |  | | | | | | | | | | | |
| 最高学历 |  | 专 业 | |  | | 毕业院校 | □统招 □自考 □成人 | | | | | | | | | |
| 职称资格 |  | 办公软件 | | □office □财务软件 □设计软件 □其它 | | | | | | | | | | | | |
| 社会保险 | □有 □无 | 驾驶执照 | | □有 证 驾龄 年 □无 | | | | | 期望薪资 | | | | |  | | |
| 能否加班 | □能 □否 | 电子邮箱 | |  | | | | | 可上岗日期 | | | | |  | | |
| 应聘渠道 | □网站 □报纸 □人才市场 □电话通知 □转介绍（推荐人: 电话： ）□其它 | | | | | | | | | | | | | | | |
| **教育背景/培训状况** | | | | | | | | | | | | | | | | |
| 起止时间 (年、月) | 学校名称/培训机构 | | | | 专业/职业 | | 学历/职称 | | | | | | 获得证书及奖励 | | | |
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| **工 作 经 历** | | | | | | | | | | | | | | | | |
| 起止时间 (年、月) | 公司名称 | | | | 岗位/职务 | | 薪 金 | | | | 离职原因 | | | | 证明人/电话 | |
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| **家 庭 成 员** | | | | | | | | | | | | | | | | |
| 姓 名 | 与本人关系 | | 年 龄 | | 工作单位 | | | 职 务 | | | | | | | 联 系 方 式 | |
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| **自我评价：** | | | | | | | | | | | | | | | | |
| 应聘到本公司的原因：□职位 □收入 □工作地点 □其它（请注明）： | | | | | | | | | | | | | | | | |
| **声明：本人以上填写资料全部属实，并愿意接受相关背景调查。如有不实之处愿意接受公司按相关规定处罚。**  **填表人签名：** | | | | | | | | | | | | | | | | |