**员工入职申请登记表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请入职岗位： 申请入职日期： | | | | | | | | | | | | | | | | | | | | | |
| **个 人 基 本 情 况** | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | |  | 性 别 | | |  | | | | 出生日期 | | |  | | | | | | |  | |
| 民 族 | |  | 籍 贯 | | |  | | | | 出 生 地 | | |  | | | | | | |
| 户口所在地 | |  | 婚 否 | | |  | | | | 育 否 | | |  | | | | | | |
| 身 高 | |  | 体 重 | | |  | | | | 血型 | | |  | | | | | | |
| 政治面貌 | |  | 档案存放机构 | | |  | | | | | | | 期望薪资 | | | | | |  | | |
| 健康状况 | |  | 身份证号码 | | |  | | | | | | | 参加工作时间 | | | | |  | | | |
| 手机号码 | |  | 电子邮箱 | | |  | | | | | | | 家庭电话 | | | | |  | | | |
| 紧急联系人 | |  | 关 系 | | |  | | | | | | | 电 话 | | | | |  | | | |
| 目前住址  /通讯地址 | |  | | | | | | | | | | | | | | | | | | | |
| 工作经历 | 起止时间 | | 单位名称 | | | | | 职务 | | | | 月薪（元） | | | | 证明人及联系方式 | | | | | |
|  | |  | | | | |  | | | |  | | | |  | | | | | |
|  | |  | | | | |  | | | |  | | | |  | | | | | |
|  | |  | | | | |  | | | |  | | | |  | | | | | |
|  | |  | | | | |  | | | |  | | | |  | | | | | |
| 项目经历 | 起止时间 | | 项目名称 | | | | | | 项目主要职责 | | | | | | | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | |
| 专业资质 | 取得时间 | | 资质名称 | | | | | | | | 资质等级 | | | 发证机关 | | | | | | | |
|  | |  | | | | | | | |  | | | |  | | | | | | |
|  | |  | | | | | | | |  | | | |  | | | | | | |
|  | |  | | | | | | | |  | | | |  | | | | | | |
| 教 育经 历 | 起止时间 | | | | 院校 | | 教育性质（统招、成人、函授等） | | | | 专业 | | | | | | 学历 | | | | 学位 |
| 专科 |  | | |  | |  | | | |  | | | | | |  | | | |  |
| 本科 |  | | |  | |  | | | |  | | | | | |  | | | |  |
| 硕士 |  | | |  | |  | | | |  | | | | | |  | | | |  |
| 培训经历 | 培训起止时间 | | | | 培训机构 | | 培训内容 | | | | | | | | | | | 证书 | | | |
|  | | | |  | |  | | | | | | | | | | |  | | | |
|  | | | |  | |  | | | | | | | | | | |  | | | |
| 家庭情况 | 称谓 | 姓名 | | | 工作单位 | | | | | | 职务 | | 居住地 | | | | | 联系电话 | | | |
|  |  | | |  | | | | | |  | |  | | | | |  | | | |
|  |  | | |  | | | | | |  | |  | | | | |  | | | |
|  |  | | |  | | | | | |  | |  | | | | |  | | | |
| 职业发展规划： | | | | | | | | | | | | | | | | | | | | | |
| 期望工作地点： | | | | 是否接受全省调配：□是 □否 原因： | | | | | | | | | | | | | | | | | |
| 是否同意公司进行背景调查，核实基本信息、工作经历等相关信息？ □ 接受 □ 不接受 | | | | | | | | | | | | | | | | | | | | | |
| 是否接受公司以考察你个人素质为目的的相关测试？ □ 接受 □ 不接受 | | | | | | | | | | | | | | | | | | | | | |
| 个性特征及爱好特长： | | | | | | | | | | | | | | | | | | | | | |
| 自身优势及不足： | | | | | | | | | | | | | | | | | | | | | |
| 授权承诺及声明：  **本人保证以上所填写内容完全真实有效，无故意隐瞒或者虚构，并与前用人单位已完全解除劳动关系。本人同意我公司或委托第三方机构对以上信息进行核实，如有不实之处，愿意取消申请资格；如在受雇后发现，愿作为严重违反劳动纪律无条件接受公司处罚包括但不限于被公司开除，且不要求任何经济补偿，并承担其他相应的法律责任。入职后完全服从公司工作安排，严格遵守各项规章制度，竭力做好本职工作。**    签名（按手印）： 日期： | | | | | | | | | | | | | | | | | | | | | |