应聘人员登记表

**应聘公司： 部门： 岗位： 填表日期： 年 月 日**

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| **基本信息** | | | | | | | | | | | |
| **姓名** |  | **性别** | |  | **民族** | | |  | | **相片** | |
| **出生日期** |  | **籍贯** | |  | **政治面貌** | | |  | |
| **参加工作时间** |  | **婚否** | |  | **健康状况** | | |  | |
| **最高学历** |  | **专业** | |  | **毕业时间** | | |  | |
| **毕业院校** |  | | | | **人事档案地点** | | |  | |
| **职称（专业）** |  | **职业资格（专业）** | |  | **可上岗时间** | | |  | |
| **家庭详细住址** | E-mail | | | | | | |  | | | |
| **联系电话** | **手机：** | | **固话：** | | | **身份证号码** | |  | | | |
| **技能、特长** |  | | **英语水平** | | |  | | **计算机水平** | | |  |
| **主要教育/培训经历** | | | | | | | | | | | |
| **起讫时间** | **学历（高中起）** | | **毕业院校** | | | **专业** | **学位** | | | | **学习方式** |
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|  | **培训机构** | | **主要培训内容** | | | **是否发证** | | | **证书名称** | | |
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| **工作或实习 经历**  **（若有实习经历，请在“在职薪资”栏备注“实习”）** | | | | | | |
| **起讫时间** | **单位名称及部门** | | **职位** | **证明人及查询电话** | | **在职薪资** |
| 2022.10--2024.01 | XX公司 | | 职员 | XXX，15280XXXXXX | | 实习 |
| 2024.05--2024.06 | XX集团XX部门 | | 职员 | XXX，15280XXXXXX | | 6000 |
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| **其他信息** | | | | | | |
| **奖惩情况** |  | | | | | |
| **家庭成员及社会关系** | | | | | | |
| **称谓** | **姓名** | **工作单位** | | | **职位** | **联系电话** |
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本人在此慎重声明，所有填写在此表格内的资料为本人的真实情况。应聘者签名