**员工招聘登记表**

应聘岗位： 登记日期：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | | 性 别 | |  | | | 出生日期 | | |  | | | | |  | | | |
| 婚 否 | 🞎已婚🞎未婚 | | | 籍 贯 | |  | | | 联系方式 | | |  | | | | |
| 民 族 |  | | 政治面貌 | |  | | 身份证号 | | |  | | | | | | |
| 身 高 |  | | 血 型 | |  | | 现住址 | | |  | | | | | | |
| 期望待遇 | | |  | | | | 计算机水平 | | | 🞎精通 🞎熟练 🞎了解 | | | | | | |
| 紧急联系人姓名 | | |  | | | | 联系方式 | | |  | | | | | 与本人关系 | | | | |  |
| 从何处了解我公司 | | | | 🞎网站 🞎报刊 🞎媒体 🞎同事 🞎朋友 🞎其他 | | | | | | | | | | | | 邮箱 | |  | | |
| **教育经历（自大专学历以上填写）** | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | | | **学校名称** | | | | | **学 历** | | | **专 业** | | | | | **所获证书** | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
| **培 训 机 构** | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
|  | | | |  | | | | |  | | |  | | | | |  | | | |
| **家**  **庭**  **成**  **员** | **姓 名** | | | **工作单位** | | | | | **联系方式** | | | | | **关 系** | | | **住处地址** | | | |
|  | | |  | | | | |  | | | | |  | | |  | | | |
|  | | |  | | | | |  | | | | |  | | |  | | | |
|  | | |  | | | | |  | | | | |  | | |  | | | |
|  | | |  | | | | |  | | | | |  | | |  | | | |
| **评性格优点及缺点** | | | |  | | | | | | | | | | | | | | | | |
| **工 作 经 历** | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **公司名称** | | | | | | **月 薪** | | | **职 务** | | **离职原因** | | | | | | **证明人** | |
|  | |  | | | | | |  | | |  | |  | | | | | |  | |
| 简述工作  职责 | |  | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **公司名称** | | | | | | **月 薪** | | | **职 务** | | **离职原因** | | | | | | **证明人** | |
|  | |  | | | | | |  | | |  | |  | | | | | |  | |
| 简述工作  职责 | |  | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **公司名称** | | | | | | **月 薪** | | | **职 务** | | **离职原因** | | | | | | **证明人** | |
|  | |  | | | | | |  | | |  | |  | | | | | |  | |
| 简述工作  职责 | |  | | | | | | | | | | | | | | | | | | |
| 声明：本人在填写本表时如有隐瞒或提供的资料不真实时，由此产生的一切后果，均由本人负责。  填表人签名： 填写日期： | | | | | | | | | | | | | | | | | | | | |
| 初试意见 | | 试用期 月；试用期月薪 ；转正工资 ；面试人： | | | | | | | | | | | | | | | | | | |
| 复试意见 | | 试用期 月；试用期月薪 ；转正工资 ； | | | | | | | | | | | | | | | | | | |