附件2

**应聘人员登记表**

|  |
| --- |
| 求职意向： （如XX公司XX职位） 日期： 年 月 日 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | |  | | | | 性 别 | |  | | | | | | | 年 龄 | | | | | |  | | | | 照片 |
| 出生日期 | |  | | | | 民 族 | |  | | | | | | | 政治面貌 | | | | | |  | | | |
| 身 高 | |  | | | | 体 重 | |  | | | | | | | 学 历 | | | | | |  | | | |
| 毕业院校及专业 | |  | | | | | | | | | | | | | 毕业院校所属几类院校 | | | | | |  | | | |
| 最高学历获取方式 | | □统招 □全日制自考 □成考（脱产） □校外自考 □成考（业余） □成考（函授） | | | | | | | | | | | | | | | | | | | | | | | |
| 职 称 | |  | | | | | | | | | | | | 身份证号码 | | | | |  | | | | | | |
| 执业资格证书 | |  | | | | | | | | | 职业资格证书 | | | | | | |  | | | | | | | | |
| 籍 贯 | |  | | | | 户口所在地 | |  | | | | | | | | | | | | | | | | | |
| 现住地址 | | □自有 □租房 □与父母同住 | | | | | | | | | | | | | | | | | | | | | | | |
| 技能特长 | | 外语水平 | | | | 英文：□四级 □六级 其它 | | | | | | | | | | | | | | | | | | | |
| 计算机水平 | | | | □精通 □熟练 □一般 □不会 | | | | | | | | | | | | | | | | | | | |
| 驾照 | | | | □有： 照 □无 年驾龄 | | | | | | | | | | | | | | | | | | | |
| 其他 | | | |  | | | | | | | | | | | | | | | | | | | |
| 婚姻状况 | | □己婚 □未婚 □离异 | | | | | | | | | | 近期有无结婚打算（一年内） □有 □无 | | | | | | | | | | | | | |
| 健康状况 | | □良好 □一般 □患病 有无疾病史：□无 □有 | | | | | | | | | | | | | | | | | | | | | | | |
| 联系方式 | |  | | | | | 紧急联系人电话 | | | | | | 与本人关系： | | | | | | | | | | | | |
| 从何处获悉公司招聘信息 | | | | | □网站： 网 □ 人才市场 □ 同事介绍 □ 报纸 □其它 | | | | | | | | | | | | | | | | | | | | |
| 户口类型 | | □ 农业 □ 非农业 | | | | | | | 是否有亲属在我公司工作 | | | | | | | | | | | | | □ 有 姓名 □ 无 | | | |
| 教育背景 | 起止时间 | | | 学校名称 | | | | | | 专业 | | | | | | | 学历 | | | | | | 在校所任职务/所获奖励 | | |
|  | | |  | | | | | |  | | | | | | |  | | | | | |  | | |
|  | | |  | | | | | |  | | | | | | |  | | | | | |  | | |
|  | | |  | | | | | |  | | | | | | |  | | | | | |  | | |
| 工作经历（正式参加工作时间起计算） | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | 公司名称 | | | | | 部门及职务 | | | | | | | | 薪资 | | | | 离职原因 | | | | 证明人及电话 | |
|  | | |  | | | | |  | | | | | | | |  | | | |  | | | |  | |
|  | | |  | | | | |  | | | | | | | |  | | | |  | | | |  | |
|  | | |  | | | | |  | | | | | | | |  | | | |  | | | |  | |
|  | | |  | | | | |  | | | | | | | |  | | | |  | | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 家庭成员 | 姓名 | 关系 | 年龄 | 政治面貌 | 工作单位及职务 | 联系电话 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 期望工资 | 元/月 | 可接受的最低薪资 | 元/月 | 可到岗时间 |  |
| 兴趣爱好 |  | | | | |
| 声明(以下内容请仔细阅读)：  本人所提供的上述资料及信息真实，并授权公司在需要时向前任单位调查本人资料，如被录取，本人愿意遵守一切公司规定及服从分配。同时，本人申明：入职前，已经从前任工作单位离职，并已经办理劳动合同终止手续。以上资料和事实，如有任何虚报，本人将承担一切后果并接受公司任何处理。  本人签字 年 月 日 | | | | | |