**遵义景澜酒店管理有限公司**

**应聘人员登记表**

亲爱的应聘者，你好！

欢迎您来到遵义景澜酒店管理有限公司！请您认真填写本表的每一项内容。填写要求：字体工整、清晰、简明，切勿潦草、拖沓。

应聘岗位： 期望薪资： 报到时间：

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| 姓 名 | |  | | 性 别 | | | |  | | | | | | 年 龄 | | | |  | | | |  | |
| 出生年月 | |  | | 籍 贯 | | | |  | | | | | | 民 族 | | | |  | | | |
| 身 高 | |  | | 体 重 | | | |  | | | | | | 职 称 | | | |  | | | |
| 学 历 | |  | | 政治面貌 | | | |  | | | | | | 婚育情况 | | | |  | | | |
| 毕业学校 | |  | | | | | | | | 专 业 | | | | |  | | | | | | |
| 联系电话 | |  | | | QQ号码 | | | | |  | | | | | | E-mail | | |  | | | | |
| 身份证号码 | |  | | | | | | | | | | 是否需要住宿 | | | | | □ 是 □ 否 | | | | | | |
| 紧急联系人 | |  | | | | | 与本人关系 | | | | |  | | | | | 电 话 | | | |  | | |
| 户籍地址 | |  | | | | | | | | | | 现居住地 | | | | |  | | | | | | |
| 特 长 | |  | | | | | 业余爱好 | | | | |  | | | | | | | | | | | |
| 是否有朋友或亲属在本公司工作： □否 □是　部门：　 　 　姓名：　 　　 与本人关系是： | | | | | | | | | | | | | | | | | | | | | | | |
| 学 习 培 训 经 历  （ 高 中 及 以 上 ） | 起止时间 | | | | | | 学历 | | | | 学校/单位 | | | | | | | | | 专业/项目 | | | |
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| 家 庭 成 员  （直 系 亲 属 必 填） | 姓名 | | 称谓 | | | 年龄 | | | 政治面貌 | | | | 工作单位 | | | | | | | | | | 联系电话 |
|  | |  | | |  | | |  | | | |  | | | | | | | | | |  |
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| **工**  **作**  **履**  **历** | **工作单位（一）** | 起止时间 | |  | | | | | 单位名称 | | | |  | | | | | | | | 单位性质 | | | |  |
| 单位人数 | |  | | | | | 单位地址 | | | |  | | | | | | | | | | | | |
| 任职部门 | |  | | | | | 担任职务 | | | |  | | | | | | | | 下属人数 | | | |  |
| 主营业务 | |  | | | | | | | | | | | | | 年薪（税前） | | | |  | | | | |
| 直接上司姓名 | | | |  | | | | 担任职务 | | | |  | | | | | | 联系电话 | |  | | | |
| 本人主要工作职责： | | | | | | | | | | | | | | | | | | | | | | | |
| 主要工作业绩及获得荣誉： | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因： | | |  | | | | | | 人事部门电话 | | | |  | | | 联系人 | | | | | |  | |
| **工作单位（二）** | 起止时间 | | | | |  | 单位名称 | | | | |  | | | | | | | | 单位性质 | | | |  |
| 单位人数 | | | | |  | 单位地址 | | | | |  | | | | | | | | | | | | |
| 任职部门 | | | | |  | 担任职务 | | | | |  | | | | | | | | 下属人数 | | | |  |
| 主营业务 | | | | |  | | | | | | | | | | 年薪（税前） | | | |  | | | | |
| 直接上司姓名 | | | | |  | | | 担任职务 | | | |  | | | | | | 联系电话 | | |  | | |
| 本人主要工作职责： | | | | | | | | | | | | | | | | | | | | | | | |
| 主要工作业绩及获得荣誉： | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因： | | | |  | | | | | | 人事部门电话 | | | |  | | 联系人 | | | | | |  | |
| **工作单位（三）** | 起止时间 | | | |  | | | | | | 单位名称 | | | |  | | 单位性质 | | | | | |  | |
| 单位人数 | | | |  | | | | | | 单位地址 | | | |  | | | | | | | | | |
| 任职部门 | | | |  | | | | | | 担任职务 | | | |  | | 下属人数 | | | | | |  | |
| 主营业务 | | | |  | | | | | | | | | | | 年薪（税前） | | | |  | | | | |
| 直接上司姓名 | | | |  | | | | | 担任职务 | | | |  | | | | 联系电话 | | | | |  | |
| 本人主要工作职责： | | | | | | | | | | | | | | | | | | | | | | | |
| 主要工作业绩及获得荣誉： | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因： | | |  | | | | | | 人事部门电话 | | | |  | | | 联系人 | | | | | |  | |
| **其他基本技能** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 英语 | | | 四级\_\_\_ \_分 六级\_\_ \_\_分 专业四级\_ \_\_分 专业八级\_\_ 分  其他证书：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| 其他语言 | | | 语种：\_\_\_\_\_\_ □精通 □熟练 □一般  获得何种证书：\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| 驾驶技能 | | | 驾照类型\_\_\_\_\_类 驾龄\_\_\_\_年 曾驾驶过的车型\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| 计算机水平 | | | Office办公软件 □精通 □熟练 □一般 等级证书：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| 其他技能或证书 | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **自我评价** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 本人承诺：  我保证以上所提供的情况属实，在必要时配合公司进行背景调查，并同意公司有权向我前工作单位对我的工作情况进行核实。同时我理解以上信息如不实可导致重新定薪定岗乃至立即解聘。  应聘人签名： 应聘时间： | | | | | | | | | | | | | | | | | | | | | | | | | |
| **资格审查** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 盖 章：  时 间： | | | | | | | | | | | | | | | | | | | | | | | | | |