**应聘人员信息登记表**

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| **日期:** |  | **部门/岗位:** |  |

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| **姓名** |  | | **性别** | |  | | **出生日期** | | |  | | 证件照 | |
| **籍贯** |  | | **民族** | |  | | **血型** | | |  | |
| **政治面貌**  **(入党时间、转正时间、关系所在地)** |  | | | | **婚姻**  **状况** |  | | **子女人数** | |  | |
| **语言水平** | 中 |  | | 俄 |  | 其他 | | | |  | | | |
| **身份证号** |  | | | | | | **护照号** | | |  | | | |
| **家庭住址** | | |  | | | | | | | | | | |
| **个人邮箱** | | |  | | | | **电话** | | |  | | | |
| **紧急联系人** | | |  | | | | **电话** | | |  | | | |
| **主要**  **家庭成员** | **关系** | | **姓名** | | | | **年龄** | | | **职业** | | | |
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| **工作经历** | **自** | | **至** | | **公司名称** | | | | **部门** | | **岗位** | | **离职原因** |
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| **学习经历** | **自** | | **至** | | **学校/机构名称** | | | | **专业** | | **学历** | | |
| 最高学历 |  | |  | |  | | | |  | |  | | |
| 培训经历 |  | |  | |  | | | |  | |  | | |
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**本公司为了更能了解您的现况及想法，请您尽可能详填下列问题以便于面谈之进行，谢谢！**

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| --- | --- | --- | --- | --- | --- |
| 1. 您计划辞去目前工作的主要原因？ | | | 1. 除了现任职务之外，您还可胜任哪些工作？ | | |
| **本人所填列表均属实，并同意核之，如有虚假，一经录用后随时愿受无条件解雇之处分。**  **填表人签名：日期：年月日** | | | | | |
| 历任公司  证明人 | 姓名： | 公司： | | 职务： | 电话： |
| 姓名： | 公司： | | 职务： | 电话： |