**应聘信息登记表**

**应聘职位： 填表日期： 年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓 名** |  | | **性 别** | |  | | | | **民 族** | | | | |  | | | | | **籍 贯** | | |  | |  | |
| **出生年月** |  | | **婚姻状况** | |  | | | | **健康状况** | | | | |  | | | | | **政治面貌** | | |  | |
| **学 历** |  | | **专 业** | |  | | | | **身高（CM)** | | | | |  | | | | | **体重(KG)** | | |  | |
| **联系电话** |  | | **QQ** | |  | | | | **邮 箱** | | | | |  | | | | | **期望月薪** | | |  | |
| **紧急联系人** | |  | | **所属关系** | | |  | | | | | **紧急联系方式** | | | | | | |  | | | | |
| **户籍所在地详址** | |  | | | | | | | | | | **身份证号码** | | | | | | |  | | | | | | |
| **目前居住地址** | |  | | | | | | | | | | **个人爱好/特长** | | | | | | |  | | | | | | |
| **是否有犯罪记录 □是： □否** | | | | | | **是否有传染病史 □是： □否** | | | | | | | | | | | | | **是否有慢性病 □是： □否** | | | | | | |
| **教育背景（由高到低填起）及培训经历** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **毕业院校或（培训机构）** | | | | | | | | **专业或培训课程** | | | | | | | | **学历或所获证书** | | | **入学方式** | | | | |
|  | |  | | | | | | | |  | | | | | | | |  | | | **□统招 □成人自考 □其他** | | | | |
|  | |  | | | | | | | |  | | | | | | | |  | | | **□统招 □成人自考 □其他** | | | | |
| **工作经历（由近及远填写）** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **工作单位** | | | | | | **部 门** | | | **职 位** | | | | | **月 薪** | | | **离职原因** | | | | **证明人及电话** | | |
|  | |  | | | | | |  | | |  | | | | |  | | |  | | | |  | | |
|  | |  | | | | | |  | | |  | | | | |  | | |  | | | |  | | |
|  | |  | | | | | |  | | |  | | | | |  | | |  | | | |  | | |
|  | |  | | | | | |  | | |  | | | | |  | | |  | | | |  | | |
| **家庭成员（父母、兄弟姐妹、配偶、子女等）** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓 名** | **与本人关系** | | **工作单位** | | | | | | | **职 务** | | | | | **家庭住址** | | | | | | | | | | **联系电话** |
|  |  | |  | | | | | | |  | | | | |  | | | | | | | | | |  |
|  |  | |  | | | | | | |  | | | | |  | | | | | | | | | |  |
|  |  | |  | | | | | | |  | | | | |  | | | | | | | | | |  |
| **个人技能特长** | **英语水平** | | **英文：□四级 □六级 □八级 □其他\_\_\_\_\_\_\_\_\_\_\_\_ 其他语种：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | |
| **计算机水平** | | **□精通 □熟练 □一般 □不会** | | | | | | | | | | | | | | **驾照** | | | **□有：\_\_\_\_\_\_照 □无** | | | | | |
| **所获证书** | |  | | | | | | | | | | **其他技能** | | | | |  | | | | | | | |
| **招聘渠道** | **□网 站： □业务接触 □亲友介绍 □公司员工推介（列出姓名）： 其他** | | | | | | | | | | | | | | | | | | | | | | | | |
| **你最看重公司的哪方面** | **□薪 金 □职 务 □个人发展 □办公环境 □福 利 □其他：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作状态** | **□仍在岗 □已离职，如您被我司录用，最快到岗时间为：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **个人职业规划** |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **自我评价** |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **声明：本人知悉在呈交本申请书时因隐瞒或所提供的资料不真实而产生的一切后果均由本人负责，包括愿意接受公司与本人解除劳动合同。授权公司及其委托方对本人进行背景调查，并提供便利。**  **本人签名： 日期：** | | | | | | | | | | | | | | | | | | | | | | | | | |

**以下各项由用人部门和人力资源部填写：**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **面试意见** | | | | | | |
| **用人部门意见** | **面试人** | |  | | **面试部门** |  |
| **面试评价** | |  | | | |
| **建议薪资（税前）** | | **试用：**  **转正：** | | **试用时间** |  |
| **面试人签字** | |  | | **部门领导签字** |  |
| **人力资源部意见** | **面试人** | |  | | **职 位** |  |
| **面试评价** | |  | | | |
| **建议薪资（税前）** | | **试用：**  **转正：** | | **试用时间** |  |
| **面试人签字** | |  | | **部门领导签字** |  |
| **入职确认（以下由人力资源部填写）** | | | | | | |
| **入职部门** | |  | | **入职岗位** | |  |
| **归档号码** | |  | | **入职日期** | |  |
| **直属领导** | |  | | **薪资标准** | |  |
| **试用月薪（税前）** | |  | | **试用期** | |  |
| **人力总监签字** | |  | | | | |
| **总经理签字** | |  | | | | |

**注：经理级以上职位由总经理签批；**