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| **申请应聘部门： 岗位：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **人员基本信息** | | | | | | | | | | | | | | | | | | | | | | | 照片 | |
| 姓 名 | |  | | | | 性 别 | | | □男□女 | | | | | 民 族 | | | |  | | | | |
| 出生日期 | | 年 月 日 | | | | | | | | 籍 贯 | | | |  | | | | | | | | |
| 证件类别 | |  | | | | | | | 证件号码 | | | | |  | | | | | | | | |
| 户口所在 | |  | | | | | | | 户口性质 | | | | | □城镇 □农村 | | | | | | | | |
| 家庭地址 | |  | | | | | | | | | | | | | | | 邮 编 | | | | | |  | |
| 政治面貌 | |  | | | 入党时间 | |  | | | | | 婚姻状况 | | | | |  | | | | | | | |
| 最高学历 | |  | | | 最高职称 | |  | | | | | 取得时间 | | | | |  | | | | 证书编号 | | |  |
| 工作年限 | |  | | | | | | | | | | 目前月薪 | | | | |  | | | | | | | |
| 与原单位是否  解除劳动关系 | | |  | | | | | | | | | 档案关系能否顺利调出 | | | | |  | | | | | | | |
| 家庭电话 | |  | | | | | | | | | 手机 | | | |  | | | | | | | | | |
| 有无亲属在本公司（含所有亲属关系） | | | | | | | 姓名\_\_\_\_\_\_\_\_ 所在部门\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 与本人关系\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| **教育背景 (仅限高中及以后)** | | | | | | | | | | | | | | | | | | | | | | | | |
| 时 间 | 学校名称 | | | | | | | 学 历 | | | | | 专 业 | | | | | | | 就学形式 | | | | 证书编号 |
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| **工作经历** | | | | | | | | | | | | | | | | | | | | | | | | |
| 时 间 | | | | 公司名称 | | | | | | | 所属部门 | | | | | 职位 | | | 公司性质 | | | 离职原因 | | | |
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——请继续填写背面——

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| **职称\执业资格\培训信息** | | | | |
| 证件名称 | 取得时间 | 发证/培训机构 | | 证件号码 |
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| **社会关系（范围仅限父母、配偶、子女）** | | | | |
| 与本人关系 | 姓 名 | 工作单位 | 联系电话 | |
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| **特长爱好：** | | | | |
| **个人要求（薪酬待遇、工作内容等）** | | | | |

**本人确认以下事项：**

1. 对本人的基本情况如上所述，已如实告知用人单位，以上所填内容保证真实，若有不实情况本人愿承担责任。
2. 用人单位已如实告知本人工作内容、工作条件、工作地点、职业危害、安全生产状况、劳动报酬，以及本人要求了解的其他情况。
3. 求职者应将本人的身份证、毕业证书、职称证书、岗位证书、执业资格证书必须复印一份，一寸及两寸白底版彩色照片各五张给人力资源部留存。

**签名：**

**日期：**