**职工信息登记表**

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| 中文名 | |  | | | | 英文名 | | |  | | | | | | 曾用名 | | |  | | | 性别 | |  | | 一 寸 彩 照 | | |
| 身高 | | cm | | | | 体重 | | | KG | | | | | | 籍贯 | | | 省 市 区 | | | | | | |
| 身份证号 | |  | | | | | | | 出生日期 | | | | | 年 月 日 | | | | | | | 民族 | |  | |
| 最高学历 | |  | | | | 政治面貌 | | | □党员 □团员 □群众 | | | | | | | | | 本人联系电话 | | | | |  | | | | |
| 家庭电话 | |  | | | | 紧急联系人  及电话 | | |  | | | | | | 紧急联系人  与本人关系 | | |  | | | 血型 | | | | 型 | | |
| 职业病(入职前工伤) | |  | | | | 三期(孕期、产期、哺乳期) | | |  | | | | | | 推荐人姓名  及电话 | | |  | | | 推荐人  与本人关系 | | | |  | | |
| 电子邮箱 | | |  | | | | | | | | | | QQ号 | |  | | | | | | 微信号 | |  | | | | |
| 家庭住址 | | |  | | | | | | | | | | | | 招聘渠道 | |  | | | | 婚姻状况 | | □未婚□已婚□离异□丧偶 | | | | |
| 户口详细地址 | | |  | | | | | | | | | | | | 邮编 | |  | | | | 户籍性质 | | | | □城镇 □农村 | | |
| 社会关系  家庭主要成员及 | 姓名 | | | | 称谓 | | | 出生年月 | | | 工作单位 | | | | | | 职务 | | | | 家庭详细地址 | | | | 邮编 | | |
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| （初中起）  教育培训经历 | 开始时间 | | | | 结束时间 | | | 毕业（院）校/培训机构 | | | | | | | | | 专业/课程名称 | | | | 取得的学历、学位证书 | | | | 学习形式  （全日制\自考\业余\函授\网络教育等） | | |
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| 工作经历 | 开始时间 | | | | 结束时间 | | | 工作单位 | | | | | | | | | 部门职务 | | | 待 遇 | | 离职原因 | | 人力资源负责人 | | 联系电话 | |
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| 电脑  水平 | 软件种类 | | | | 熟练程度 | | | 外语  水平 | | 语 种 | | | 考试等级 | | | | | 口语能力 | 爱好  特长 | | 项 目 | | 水 平 | | | | 获奖情况 |
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| 专业  职称 | 资格名称 | | | | 颁发机构 | | | 其他资格证书 | | 名 称 | | | 职称等级 | | | | | 颁发机构 | 荣誉  记录 | | 项 目 | | 时 间 | | | | 获奖内容 |
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| 是否具有驾照 | | | | □是 □否 | | | | | | | | 具有驾照类别 | | | | | | | | |  | | | | | | |
| 职业发展及个人规划 | 性格优点 | | | | | |  | | | | | | | | | 性格弱点 | | | | |  | | | | | | |
| 座右铭 | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 职业发展  规 划 | | | |  | | | | | | | | | | | | | | | | 最 快 到 岗 时 间 | | | | | | |
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| 最想需要哪些培训 | | | | | | |
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| 声明 | **本人认真、如实填写上述求职资料，并确保所填内容完整、真实，贵司可以此作为背景调查的依据，如发现虚假信息，本人承担由此带来的一切责任和法律后果。**  **本人签名：** | | | | | | | | | | | | | | | | | | | | | | | | | | |