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**应聘人员登记表**

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| **基本情况（各项必填）** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名** |  | | | **性别** | | |  | | | | | **民族** |  | | | | **籍贯** | |  | | | | | | **个人电子版**  **免冠照片** | | |
| **出生年月** |  | | | **政治 面貌** | | |  | | | | | **婚否** |  | | | | **身高/体重** | | / | | | | | |
| **健康状况** |  | | | **工作年限** | | |  | | | | | **职称** |  | | | | **应聘岗位** | |  | | | | | |
| **到岗时间** |  | | | **薪资要求（税前）** | | | | |  | | | | | | **身份证号** | |  | | | | | | | |
| **学历学位状况** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **全日制学历** | |  | | | | **院校** | |  | | | | | | **专业** | | |  | | | | **起止时间** | | |  | | | |
| **后续学历** | |  | | | | **院校** | |  | | | | | | **专业** | | |  | | | | **起止时间** | | |  | | | |
| **工作履历** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **起止时间** | | **单位** | | | | | | | | | **职务** | | | **月薪** | | | | **离职原因** | | | | | **证明人及联系方式** | | | | **正式/派遣** |
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| **基本能力水平** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **懂何种外语** | | |  | | | | | | | **外语熟练程度** | | | | | |  | | | | **计算机水平** | | | | |  | | |
| **个人材料目录** | | **共 份**  **□自荐材料 □毕业证书 □学位证书 □职称证书**  **□外语四级证书 □外语六级证书 □计算机等级证书 □职（执）业资格证书**  **□其它** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **面试情况（评委填写）** | | **总体评价** | | |  | | | | | | | | | | | | | | | | | **综合评分** | | | |  | |
| **录取部门** | | |  | | | | | | | | | | | | | | | | | **岗位安排** | | | |  | |
| **评委意见** | | | **○拟予录用 ○列入考虑 ○不予考虑** | | | | | | | | | | | | | | | | | **评委签名** | | | |  | |

**备注**：1、评分实行百分制，满分为100分；

2、原则上，拟予录用人员评分为80分以上；列入考虑人员70-80分；不予考虑者70分以下

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| **其他信息** | | | | | | | | | | | | |
| **联系方式** | **联系电话** | |  | | | **E-mail** | | |  | | | |
| **家庭地址** | |  | | | | | | **邮政编码** | |  | |
| 紧急联系人 | |  | | | **电话** | | |  | | | |
| **主要家庭成员** | **关系** | | **姓名** | | **职业** | | **职位** | | **工作单位** | | | |
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| **执业资格证书（包括注册证书、资格证书、岗位证书、执／职业证书等）** | | | | | | | | | | | | |
| **证书编号** | | **证书名称** | | **取得时间** | | | | **有效期** | | **取得方式** | | **发证机关** |
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| **工作业绩及成果（主要项目经历）** | 请按照时间段、公司经历、岗位经历分条目列出，示例如下：  \*\*\*\*年\*\*月-\*\*\*\*年\*\*月    某公司  主要工作经历：  （1）\*\*\*\*年\*\*月-\*\*\*\*年\*\*月   某岗位，参与某项目，从事某工作  … | | | | | | | | | | | |
| **重要奖惩情况** | 请按时间、颁奖单位、所获奖项分条列出，示例如下：  （1）\*\*\*\*年\*\*月，获\*\*机构\*\*奖项。  … | | | | | | | | | | | |
| **特长及获奖情况** |  | | | | | | | | | | | |
| **本人承诺以上信息均属实，如有虚假，愿承担一切后果。**  **签名（手写）：** | | | | | | | | | | | | |