附件1： **应聘人员报名表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **本**  **人**  **基**  **本**  **情**  **况** | 姓 名 | |  | | | | 性 别 | | | |  | | | 民 族 | | |  | | 照  片 | |
| 出生日期 | |  | | | | 身份证号 | | | |  | | | 身 高 | | |  | |
| 户口地 | |  | | | | 政治面貌 | | | |  | | | 视 力 | | |  | |
| 文化程度 | |  | | | | 专 业 | | | |  | | | 婚姻状况 | | |  | |
| 毕业院校 | |  | | | | | | | | | | | 毕业时间 | | |  | | | |
| 现 住 址 | |  | | | | | | | | | | | 微 信 号 | | |  | | | |
| 联系电话 | |  | | | | 紧急联系人及电话 | | |  | | | | 应聘职位 | | |  | | | |
| **教 育 状 况**（从高中开始） | | | | | | | | | | | | | | | | | | | | |
| 学校 | | | | | 专业 | | | 起始年月 | | | | 结束年月 | | |  | | | | | |
|  | | | | |  | | |  | | | |  | | |  | | | | | |
|  | | | | |  | | |  | | | |  | | |  | | | | | |
| **家 庭 状 况** | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | 与本人关系 | | | | 工作单位（无单位请填写联系地址） | | | | | | | | 职务 | | | | 联系电话 | | |
|  | |  | | | |  | | | | | | | |  | | | |  | | |
|  | |  | | | |  | | | | | | | |  | | | |  | | |
| **实习（工作）经历** | | | | | | | | | | | | | | | | | | | | |
| 公司名称 | | | | 职务 | | | | | 起止时间 | | | | 公司电话 | | | 离职原因 | | | | 证明人 |
|  | | | |  | | | | |  | | | |  | | |  | | | |  |
|  | | | |  | | | | |  | | | |  | | |  | | | |  |
| 英语水平 | | | |  | | | | | | | | | 粤语水平 | | |  | | | | |
| 获奖证书及技能证书 | | | |  | | | | | | | | | 普通话水平 | | |  | | | | |
| 自我评价优点及不足 | | | |  | | | | | | | | | | | | | | | | |
| 面试意见 | | | |  | | | | | | | | | | | | | | | | |
| 审批意见 | | | |  | | | | | | | | | | | | | | | | |

日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件2：  **应聘人员个人信息汇总表** | | | | | | | | | | | | | | |
| **序号** | **应聘职位** | **姓名** | **性别** | **身高** **cm** | **体重** **kg** | **年龄** | **出生年月** | **政治**  **面貌** | **身份证号** | **联系电话** | **微信号** | **最高** **学历** | **毕业院校** | **专业** | | **现居住地详细地址** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |