**应聘人员简表**

您好！波鸿集团欢迎您，请您认真、完整填写以下内容。公司将在入职之日起30天内完成录用员工背景调查工作，经查证与所填写履历不符或有违纪违规行为者，公司无条件予以辞退并解除劳动合同，上班期间按照最高壹佰元每天发放补贴，此外不再支付其它费用，同时保留追偿责任的权力。

**应聘部门：** **应聘职位：**

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| 您从何种渠道知道公司的招聘信息？□网络 □报纸 □招聘会 □业务接触 □朋友 □其他： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | |  | | | | | | 性 别 | | | |  | | | | | | | 出生  年月 | | | | | |  | | | | | 贴1寸免冠近照 | | |
| 民 族 | |  | | | | | | 身 高 | | | |  | | | | | | | 体 重 | | | | | |  | | | | |
| 籍 贯 | |  | | | | | | 婚 否 | | | |  | | | | | | | 政治  面貌 | | | | | |  | | | | |
| 学 历 | |  | | | | | | 毕业院校 | | | |  | | | | | | | 高考成绩 | | | | | |  | | | | |
| 专 业 | |  | | | | | | 电子邮箱 | | | |  | | | | | | | | | | | | | | | | | |
| 户籍地址 | |  | | | | | | | | | | | | | 身份证号码 | | | | | | |  | | | | | | | | | | |
| 居住地址 | |  | | | | | | | | | | | | | 薪资期望 | | | | | | | 试用期 | | | | | |  | | | | |
| 联系电话 | |  | | | | | | | | | | | | | 转正后 | | | | | |  | | | | |
| **工作经历/实习经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | 在何单位 | | | | | | | | 职务 | | | | | | | 薪资 | | | | | | 离职原因 | | | | | | 证明人及联系电话 |
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| 是否与原单位解除劳动合同 | | | | | | | | | | □未解除 □已解除 （请提供离职证明材料） | | | | | | | | | | | | | | | | | | | | | | |
| **受到奖励或处罚** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 时间 | | | | | 何种奖励或处罚 | | | | | | | | | | | | | | | | 原因 | | | | | | | | | | | |
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| **家庭主要成员情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | 称呼 | | | | | | 联系电话 | | | | | | | 在何单位从事何工作 | | | | | | | | | | | | | 居住地 | | | |
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| **相关技能** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 计算机操作 | | | | □不会 □会，熟练程度： | | | | | | | | | | | | | | 驾驶证 | | | | | | □无 □有，等级及熟练度： | | | | | | | | |
| 所会外语语种 | | | |  | | | | | | | | | | | | | | 熟练程度 | | | | | |  | | | | | | | | |
| 其他技能 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 级别 | 起止时间 | | | | | | 学 校 | | | | | | | 专 业 | | | | | | | 学 历 | | | | | | 培养方式 | | | | 证明人及联系电话 | |
| 初中 | 年 月- 年 月 | | | | | |  | | | | | | |  | | | | | | |  | | | | | |  | | | |  | |
| 高中 | 年 月- 年 月 | | | | | |  | | | | | | |  | | | | | | |  | | | | | |  | | | |  | |
| 大学 | 年 月- 年 月 | | | | | |  | | | | | | |  | | | | | | |  | | | | | |  | | | |  | |
| 其他 | 年 月- 年 月 | | | | | |  | | | | | | |  | | | | | | |  | | | | | |  | | | |  | |
| 其他 | 年 月- 年 月 | | | | | |  | | | | | | |  | | | | | | |  | | | | | |  | | | |  | |
| **接受专业技能培训情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 培训机构 | | | | | 培训内容 | | | | | | | | | | 地点 | | | | | | 取得何证书 | | | | | |
| 年 月- 年 月 | | | | | |  | | | | |  | | | | | | | | | |  | | | | | |  | | | | | |
| 年 月- 年 月 | | | | | |  | | | | |  | | | | | | | | | |  | | | | | |  | | | | | |
| 本人主要性格特点 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 个人爱好 | | | | | |  | | | | | | | | | | | 特长 | | | | | | | | | |  | | | | | |
| 在此之前曾在我公司应聘过吗？ □否 □是，原应聘职务： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否有亲戚或朋友在本单位工作？□无 □有，姓名 ，与本人关系 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否受到过刑事处罚？□无 □有，具体 | | | | | | | | | | | | | | | | | | | | | | | 最快到岗时间 ： 月 日 | | | | | | | | | |
| 若该岗位薪酬与您的期望有差距，是否愿意接受公司的薪酬体系？ 🞏 愿意 🞏不愿意 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 承诺：本人承诺表内填写内容的真实性，如有虚假或故意隐瞒，承担所有责任，并愿意接受公司进行的一切处罚。  承诺人签名： 日期： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 注：请将身份证、学历证、相关证书等资料复印件1份随同此表交到人力资源部。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**填写报名表有关注意事项**

（一）填报的各项内容必须真实、全面、准确，考生要保证报名信息的真实性和完整性。

（二）照片要求：近期免冠正面2寸彩色照片，蓝色背景，无边框；头像居中，约占照片尺寸2/3：JPG格式，不少于626×413像素。

（三）所填“联系电话”应能保证随时联系。

（四）“通讯地址”须写明本人所在单位或家庭所在省、市的具体地（住）址及邮编。

（五）个人简历，主要包括：

1.“教育背景经历”：（1）时间要具体到月份；（2）时间：从高中填起；（3）并在各个学习阶段注明所获学历和学位。

2.“工作经历”：（1）时间要具体到月份；（2）注明自己在每个工作阶段的岗位或身份。

3.“学习经历”、“工作经历”必须完整、连续，不得出现空白时间段，有待业经历的应写明起止时间。

4.在职学习的经历，务必注明“在职学习”；兼职工作的经历，务必注明“兼职”。

5.在职人员的学历学位，须为已经取得的学历学位。