**应聘登记表/员工档案表**

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| **应聘岗位：** | | | | | | | **填表时间：** | | | | | | | | |
| 姓 名 |  | 性 别 | |  | | | | 出生年月 | |  | | 身高(cm) | |  | 照片 |
| 籍 贯 |  | 民 族 | |  | | | | 婚姻状况 | |  | | 体重(kg) | |  |
| 政治面貌 |  | 兵役否 | |  | | | | 最高学历 | |  | | 户口类型 |  | |
| 驾照类型 |  | 毕业时间 | |  | | | | 所学专业 | |  | | 健康状况 |  | |
| 驾 龄 |  | 毕业院校 | | |  | | | | | 联系电话 | |  | | |
| 现在住址 |  | | | | | | | | | 邮箱/QQ | |  | | | |
| 身份证号 |  | | | | | | 建档立卡/精准扶贫困户 | | | | |  | | | |
| 个人简历： | | | | | | | | | | | | | | | |
| 个人专长和成果描述： | | | | | | | | | | | | | | | |
| 奖惩情况/获得何种职业资格证： | | | | | | | | | | | | | | | |
| 家庭成员及主要社会关系 | | | | | | | | | | | | | | | |
| 姓 名 | | 性别 | 年龄 | | | 与本人关系 | | | 政治面貌 | | 工作单位及职务 | | | | 联系方式 |
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| 手续办理情况（此栏由人力资源部填写）  面试时间： 年 月 日  录用建议：不合格□ 合 格□ 待考虑□ 转入人才库□ 录用到 部门 岗位  入职手续：身份证□ 工资卡□ 健康证□ 学历证书□ 学位证书□ 技能证书□  标准照□ 住 宿□ 指纹录入□ 计生证明□ | | | | | | | | | | | | | | | |