**应聘人员汇总表**

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| 序号 | 竞聘岗位 | 是否服从调剂 | 姓名 | 人员  编号 | 性别 | 出生时间 | 参工时间 | 身份证号码 | 手机号码 | 职称/  技能等级 | 籍贯 | 政治面貌 | 职务级别 | 全日制教育 | | | 在职教育 | | | 现单位、部门、职务（岗位） | | 工作履历 | 近3年绩效等级 | 备注 |
| 学历  学位 | 毕业院校 | 专业 | 学历  学位 | 毕业院校 | 专业 |  |  | |  |  |
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**注：**1.出生时间、工作时间栏填写格式为yyyy.mm，如：1980.01。

2.职务级别栏须按三级正职、三级副职、四级正职、四级副职、五级正职、五级副职、职员、无等七类统一格式填写。

3.学历学位栏按学历和学位的规范格式分别填写，其中：学历填写大学或研究生，学位填写学士或硕士或博士。

4.现任职务（岗位）栏按“单位+部门+处室+职务（或岗位）”格式填写，使用规范全称。