附件1

报名表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | | 性别 | |  | | | 民族 | |  | | | | **一寸免冠**  **彩色照片** | | |
| 身份证号码 |  | | | | | | 政治面貌 | | | |  | | | |
| 出生日期 |  | | | | 籍贯 |  | 户口所在地 | | | |  | | | |
| 现工作单位 |  | | | | 连续工作年限 | |  | | | | | | | |
| 部门及职务 |  | | | | 现任职务时间 | |  | | | | | | | |
| 职称及专业 |  | | | | | | 取得时间 | | |  | | | | | | | |
| 执（职）业  资格及专业 |  | | | | | | 取得时间 | | |  | | | | | | | |
| 学历  学位 | 全日制教育  （第一学历、学位） | | |  | | | 毕业时间、院校系及专业 | | | | | |  | | | | |
| 全日制教育  （最高学历、学位） | | |  | | | 毕业时间、院校系及专业 | | | | | |  | | | | |
| 在职教育  （最高学历、学位） | | |  | | | 毕业时间、院校系及专业 | | | | | |  | | | | |
| 手机及  固定电话号码 |  | | | | | | EMAIL邮箱 | | | | | |  | | | | |
| 教育与培训  经历 | 起止时间 | | 培训内容 | | | | | | | | 主办单位 | | | | | 取得何证书 | |
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| 工作经历 | 起止时间 | | 工作单位 | | | | | 部门 | | | | 任何职 | | | | | 主要专业  技术工作 |
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| 近5年主要  工作业绩 |  | | | | | | | | | | | | | | | | |
| 熟悉专业、业务及特长 |  | | | | | | | | | | | | | | | | |
| 获奖情况 | 时间 | 奖项名称 | | | | | | | | | | | | 颁奖单位 | | | |
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| 受处分情况 |  | | | | | | | | | | | | | | | | |

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| **竞聘书面材料** |
| （包括竞聘本岗位的目的及自身优劣势分析；对岗位关键任务、重点、难点工作的认知；对竞聘岗位工作的思路、措施和建议；其他需要说明的内容等） |

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| **证书扫描件粘贴处** |
| （含学历学位证书、职称证书、执业资格证书、业绩成果证明、获奖证书、任职证明等材料） |

附件2

报名人员汇总表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **序号** | **面试岗位** | **所在单位** | **姓名** | **现职务** | **岗级** | **性别** | **出生年月** | **年龄** | **籍贯** | **初始 学历** | **最高 学历** | **毕业时间、专业、学校** | **工作年月** | **入党年月日** | **技术职称** | **执业资格** | **安全资格证情况** | **备注** |
| 举例 | 副主任 | xxx项目部 | xxx | xxx | 7 | 男 | 19xx.06 | 33 | 湖北宜昌 | 大学本科 | 大学本科 | 2011.06武汉大学工程管理专业 | 2011.07 | 2012.07 | 会计师 | 注册会计师 |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |