**应聘人员基本情况汇总表**

应聘岗位：             日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | 性别 | |  | | 出生日期 | |  | | | 照片 |
| 籍贯 | |  | | | | | | | 政治面貌 | |  | | |
| 最高学历 | | |  | | | | 专业 | |  | | | | |
| 毕业学校 | | |  | | | | | | | | | | |
| 身份证号码 | | |  | | | | | | 联系电话 | |  | | |
| 户口所在地 | | |  | | | | | | | | | | |
| 现住地址 | | |  | | | | | | | | | | | |
| 现工作单位及部门/职位 | | |  | | | | | | | | | | | |
| **家庭成员情况** | 姓 名 | | | 年龄 | | 关系 | | 任职单位 | | | | | 联系电话 | |
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| **职业资格证书** | 资格证书名称 | | | | | | | 证书 等级 | 获证时间 | | | | 发证部门 | |
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| **专业技术资格** | 资格证书名称 | | | | | 证书等级 | | 获证时间 | 发证部门 | | | 任职资格文号 | 取得证书途径(考试/评聘) | |
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| **学习经历或工作经历** | 学校（单位）名称 | | | | | | | 起止时间 | | 就读院系、专业或工作职位 | | | 证明人及电话 | |
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| **特长** |  | | | | | | | | | | | | | |
| 备注：填表人员需附交本人身份证、各学阶学历学位证等相关证书复印扫描件。 | | | | | | | | | | | | | | |