# 人员基本情况登记表

**填表日期： 年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓 名** | |  | | | | | **性 别** | | | |  | | | | | **民 族** | | | | |  | | | | | 照  片 | | | |
| **曾 用 名** | |  | | | | | **出生年月** | | | |  | | | | | **婚姻状况** | | | | |  | | | | |
| **身 高** | | **cm** | | | | | **体 重** | | | | **kg** | | | | | **血 型** | | | | |  | | | | |
| **政治面貌** | |  | | | | | **参加党派时间** | | | | | |  | | | **健康状况** | | | | |  | | | | |
| **出 生 地** | |  | | | | | | | | | | | | | | **户口性质 质** | | | | | **农户 非农户** | | | | |
| **户口所在地详细地址** | | | | |  | | | | | | | | | | | **身份证号码** | | | | | | |  | | | | | | |
| **现家庭详细地址** | | | | |  | | | | | | | | | | | **最初参加工作地** | | | | | | |  | | | | | | |
| **联系方式** | | | **通讯地址** | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **邮 编** | | | | |  | | | | | | | | | | **E-mail** | | | | |  | | | | | | |
| **手 机** | | | | |  | | | | | | | | | | **宅 电** | | | | |  | | | | | | |
| **专业资格证书** | | | **1、** | | | | | | | **2、** | | | | | | | | **3、** | | | | | | **4、** | | | | | |
| **获取资格时间** | | |  | | | | | | |  | | | | | | | |  | | | | | |  | | | | | |
| **懂何种外语** | | |  | | | | | | | **熟练程度** | | | | |  | | | | | **计算机熟练程度** | | | | | | | | |  |
| **档案所在地** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **福利保障种类** | | | **养老保险** | | | **医疗保险** | | | | | | **失业保险** | | | | | **生育保险** | | | | | **工伤保险** | | | | | **住房公积金** | | |
| **有 无** | | | **有 无** | | | | | | **有 无** | | | | | **有 无** | | | | | **有 无** | | | | | **有 无** | | |
| **应 聘 岗 位** | | |  | | | | | | | | | | | | | | | | | | | **薪资要求** | | | | | |  | |
| **教 育 程 度** | | | **起止时间** | | | | | | **院校名称** | | | | | | | | | | **所学专业** | | | **是否取得学历** | | | | | | **备 注** | |
|  | | |  | | | | | |  | | | | | | | | | |  | | |  | | | | | |  | |
|  | | |  | | | | | |  | | | | | | | | | |  | | |  | | | | | |  | |
| **主**  **要**  **工**  **作**  **经**  **历** | **起止时间** | | | **工 作 单 位** | | | | | | | | | | **工作岗位** | | | | | **薪资水平** | | | **离职原因** | | | **证明人及电话** | | | | |
|  | | |  | | | | | | | | | |  | | | | |  | | |  | | |  | | | | |
|  | | |  | | | | | | | | | |  | | | | |  | | |  | | |  | | | | |
|  | | |  | | | | | | | | | |  | | | | |  | | |  | | |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **服**  **兵**  **役**  **情**  **况** | **服役部队** | | | | | | **兵种** | | | | **职务** | | | | | **入伍方式** | |
|  | | | | | |  | | | |  | | | | |  | |
|  | | | | | |  | | | |  | | | | |  | |
|  | | | | | |  | | | |  | | | | |  | |
|  | | | | | |  | | | |  | | | | |  | |
|  | | | | | |  | | | |  | | | | |  | |
|  | | | | | |  | | | |  | | | | |  | |
| **家**  **庭**  **情**  **况** | **称 谓** | | | **姓 名** | | | **现工作单位** | | | | | | | | | **职 务** | |
|  | | |  | | |  | | | | | | | | |  | |
|  | | |  | | |  | | | | | | | | |  | |
|  | | |  | | |  | | | | | | | | |  | |
|  | | |  | | |  | | | | | | | | |  | |
|  | | |  | | |  | | | | | | | | |  | |
| **紧急联系人姓名** | | | | | |  | | | **电 话** |  | | | **手 机** | | |  | |
| **邮 编** | | |  | | | | | | **地 址** |  | | | | | | | |
| **以上部分由本人填写，内容真实有效,如有虚假,本人愿承担公司给予的任何处理。** | | | | | | | | | | | | | | | | | |
| **到职情况** | | **面试 积分** | | | |  | | **考试 积分** | |  | | **介绍人姓名** | |  | **部门** | |  |
| **人事动态记录** | **到职日期** | | | | | **工作部门** | | | | **职 位** | | **职务、职责** | | | **薪资** | | **备注** |
|  | | | | |  | | | |  | |  | | |  | |  |
|  | | | | |  | | | |  | |  | | |  | |  |
|  | | | | |  | | | |  | |  | | |  | |  |
|  | | | | |  | | | |  | |  | | |  | |  |
| **说明：“动态”栏内以简明字、句填入，如：初派、复职、升级、年终考核、选调、免职等** | | | | | | | | | | | | | | | | |
| **招聘部意见**  **及用人意见** | | | | |  | | | | | | | | | | | | |

**备注：此表填写务必真实准确，如有虚报，一经查实，公司可作解聘处理**