**应聘人员简历表**

应聘部门： 应聘职位： 编号：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **◆个人资料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 个人身份证号 | | |  | | |  |  | |  |  | |  | |  |  | | |  | |  | | | |  |  | |  | | |  | | | |  | |  | |  |  | 照片 | |
| 姓 名 |  | | | | | | | 性 别 | | | | |  | | | | | | 籍 贯 | | | | | | |  | | | | | | | | | | | | | |  | |
| 血 型 |  | | | | | | | 出生日期 | | | | |  | | | | | | 婚姻状况 | | | | | | | □未婚 □已婚 □其他 | | | | | | | | | | | | | |
| 配偶所  在 地 |  | | | | | | | 第一学历 | | | | |  | | | | | | 专 业 | | | | | | |  | | | | | | | | | | | | | |
| 毕业院校 |  | | | | | | | | | | | | | | | | | | 公司熟人 | | | | | | |  | | | | | | | | | 与熟人关系 | | | | |  | |
| 紧急联系人情况 | | | | 姓名 关系 电话 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 个人电话 | | | |  | | | | | | | | | | | | 户籍地址 | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 现居住地地址 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆教育经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 时间 | | | | | 学校 | | | | | | | | | | | | | | | | | | | | | | | 专业 | | | | | | | | | 学制 | | | | 学历 |
| 自 年 月  至 年 月 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | |  |
| 自 年 月  至 年 月 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | |  |
| **◆培训经历及职称** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 时间 | | | | | 教育培训内容 | | | | | | | | | | | | | | | | | | | | | | | 职务 | | | | | | | | | 培训机构 | | | | 所获证书 |
| 自 年 月  至 年 月 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | |  |
| 自 年 月  至 年 月 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | |  |
| **◆技能** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 电脑操作 | | | | | （）Word（）Excel Access（）PowerPoint（）CAD（）SAP （）无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 英语能力 | | | | | （）大学四级 （）大学六级 （）托福 （）雅思 （）无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆个人工作经历(如有海外工作经验请注明)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1**起止年月 | | | | | 自 年 月 日 至 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作单位 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 职 务 | | | | |  | | | | | | | | | | | | | | | | | 离职原因 | | | | | | | | |  | | | | | | | | | | |
| 薪 酬 | | | | | （税前） | | | | | | | | | | | | | | | | | 奖惩情况 | | | | | | | | |  | | | | | | | | | | |
| 证明人 | | | | |  | | | | | | | | | | | | | | | | | 电 话 | | | | | | | | |  | | | | | | | | | | |
| **2**起止年月 | | | | | 自 年 月 日 至 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作单位 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 职 务 | | | | |  | | | | | | | | | | | | | | | | | | 离职原因 | | | | | | | | |  | | | | | | | | | |
| 薪 酬 | | | | | （税前） | | | | | | | | | | | | | | | | | | 奖惩情况 | | | | | | | | |  | | | | | | | | | |
| 证明人 | | | | |  | | | | | | | | | | | | | | | | | | 电 话 | | | | | | | | |  | | | | | | | | | |
| **3**起止年月 | | | | | 自 年 月 日 至 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作单位 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 职 务 | | | | |  | | | | | | | | | | | | | | | | | | 离职原因 | | | | | | | | | |  | | | | | | | | |
| 薪 酬 | | | | | （税前） | | | | | | | | | | | | | | | | | | 奖惩情况 | | | | | | | | | |  | | | | | | | | |
| 证明人 | | | | |  | | | | | | | | | | | | | | | | | | 电 话 | | | | | | | | | |  | | | | | | | | |
| **◆家庭成员情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 关 系 | | 姓 名 | | | | | | | | | 年 龄 | | | | | | 职 业 | | | | | | | | | | | | 工作单位或居住地 | | | | | | | | | | | | |
|  | |  | | | | | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |
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|  | |  | | | | | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |
| **◆健康状况 有无病史** □有 请简述­­­: \_\_\_ \_\_ \_\_ □ 无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆自我评价** 请各用三个词描述自己的性格优点和缺点。  优点： 缺点： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆职业目标** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆最快到岗时间** 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆渠道来源：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □网站 | | | | | | | | | | | | | | | | | | | | | 网站名称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ | | | | | | | | | | | | | | | | | | | | |
| □中介公司 | | | | | | | | | | | | | | | | | | | | | 中介公司名称\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| □熟人介绍 | | | | | | | | | | | | | | | | | | | | | 姓名联系方式\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| □其他 | | | | | | | | | | | | | | | | | | | | | 请注明\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **◆现期望薪酬 元** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **◆本人兹证明上述所填写内容全部属实，如有不实之处，愿受解聘处分，公司不承担任何责任。**  **◆本表内容作为背景调查相关依据，并同意接受背景调查。**  **求职人（签名）： 日期：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |