**人才学会应聘报名表**

**应聘职位(名称)：秘书兼出纳 应聘时间：**

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| 姓 名 | |  | | | | 曾用名 | |  | | |  | | | 性别 | |  | | | 身高 | | CM | | | 体重 | | KG | | | 近期一寸彩照 | | |
| 身份证号 | |  | | | | | | | 出生日期 | | | | | 年 月 | | | | | 籍贯 | | 省 | | | 民族 | |  | | |
| 最高学历 | |  | | | 政治面貌 | | | | □党员 □团员 □群众 | | | | | | | | | | 本人联系电话 | | | | |  | | | | |
| 家庭电话 | |  | | | 紧急联系人 | | | |  | | | | | | 与本人关系 | | | |  | | | 血型 | | |  | | | |
| 电子邮箱 | | |  | | | | | | | | | | | | QQ号 |  | | | | | | 微信号 | | | |  | | | | | |
| 现家庭住址 | | |  | | | | | | | | | | | | | | | | | | | 婚姻状况 | | | | □未婚□已婚□离异 | | | | | |
| 户口地址 | | |  | | | | | | | | | | | | | 邮编 | | |  | | | | | 户籍性质 | | | | | □城镇 □农村 | | |
| 社会关系  家庭主要成员及 | 姓名 | | | 称谓 | | | | 出生年月 | | | | 工作单位 | | | | | | | 职务 | | | 家庭详细地址 | | | | | | | 邮编 | | |
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| （高中起）  教育培训经历 | 开始时间 | | | 结束时间 | | | | 毕业（院）校/培训机构 | | | | | | | | | | | | 专业/课程名称 | | | | | | 取得的学历、学位证书 | | | | | |
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| 工作经历 | 开始时间 | | | 结束时间 | | | | 工作单位 | | | | | | | | | | 部门职务 | | 待遇/月薪 | | | 离职  原因 | | | | 单位负责人 | | | 联系电话 | |
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| 电脑  水平 | 软件种类 | | | 熟练程度 | | | | 外语  水平 | | 语 种 | | | | | 考试等级 | | | 口语能力 | | 专业技能资格 | | 资格名称 | | | | 资格等级 | | | | | 颁发机构/时间 |
|  | | |  | | | |  | | | | |  | | |  | |  | | | |  | | | | |  |
| 专业  职称 | 职称名称 | | | 颁发机构/时间 | | | | 其他资格证书 | | 名 称 | | | | | 职称等级 | | | 颁发机构/时间 | | 荣誉  记录 | | 名称 | | | | 时 间 | | | | | 获奖内容 |
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| 职业发展及个人规划 | 性格优点描述 | | | | | |  | | | | | | | | | | 性格弱点描述 | | | | | | |  | | | | | | | |
| 座右铭（格言） | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 职业发展  规划 | | |  | | | | | | | | | | | | | | | | | | | | 最快到岗  时间 | | | |  | | | |
| 本人期  望薪酬  （税前） | | | | 元/月 | | | |
| 自我  认知 | 您更换工作  的原因 | | |  | | | | | | | | | | | | 您对上一家任职单位的评价 | | | |  | | | | | | | | | | | |
| 您希望的  培训提升 | | |  | | | | | | | | | | | | 您最感兴  趣  的职位 | | | |  | | | | | | | | | | | |
| 个人自我描述 | **可以包含但不限于以下内容 ：**1.您的优势； 2. 个人技能专长； 3.以往您的家人、同事或领导对您的评价； | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 您对新工作的愿望 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 声明 | **本人认真、如实填写上述求职资料，确保所填内容完整、真实，并可以此作为背景调查的依据，如发现虚假信息，本人承担由此带来的一切责任和后果。**  **本人签名：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |