人 员

履 历 表

公司：广州纺织工贸企业集团有限公司

岗位：

填表日期：

填表人：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 姓 名 | |  | | | | 性别 | | | |  | | | 年龄 | | | | 岁 年 月 日生 | | | | | | | | | | | | | | | | | | | | | | | | | | | 近  照 | |
| 籍 贯 | | 省 市 | | | | 民族 | | | |  | | | 身高 | | | | cm | | | | | | | 体重 | | | | | kg | | | | | | 血型 | | | | | |  | | |
| 户 籍 | | 省 市 | | | | 婚姻状况 | | | | | | |  | | | | 健康状况 | | | | | | |  | | | | | 有否家族病史 | | | | | | | | | | | |  | | |
| 政治面目 | |  | | | | 证件号码 | | | |  | |  | |  |  |  | |  | |  |  | |  | |  |  | | | |  | |  |  |  | | |  | | |  | |  | |
| 户籍资料 | | 户籍地址： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 通讯资料 | | 联系地址： 电话：  联系邮箱： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 专业技术资格 | | 获得时间 | | | | 专业技术资格/专业（从最高写起） | | | | | | | | | | | | | | | | | | | | | | | | 级 别 | | | | | | | | 外语语种及程度 | | | | | | | |
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| 档案  所在地 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 地址 | | | | | |  | | | | | | | | | |
| 最高学历学位 | | | 类别 | | | 学历 | | | | | | | | 毕业院校 | | | | | | | | | | | | | | | | 所学专业 | | | | | | | | | | | | | 获得学位 | | |
| 全日制教育 | | |  | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | |
| 在职教育 | | |  | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | |
| **工作经历（按时间由近至远）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作一** | | | | 单位名称 | | | |  | | | | | | | | | | | | | | | | | | | | 起止时间 | | | | | | | | | |  | | | | | | | |
| 所在部门 | | | |  | | | | | | | | | | | | | | | | | | | | 任职岗位 | | | | | | | | | |  | | | | | | | |
| 直接上级 | | | |  | | | | | | | | | | | | | | | | | | | | 平均月薪 | | | | | | | | | |  | | | | | | | |
| 单位地址及电话 | | | | 单位电话： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作内容 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作二** | | | | 单位名称 | | | |  | | | | | | | | | | | | | | | | | | | | 起止时间 | | | | | | | | | |  | | | | | | | |
| 所在部门 | | | |  | | | | | | | | | | | | | | | | | | | | 任职岗位 | | | | | | | | | |  | | | | | | | |
| 直接上级 | | | |  | | | | | | | | | | | | | | | | | | | | 平均月薪 | | | | | | | | | |  | | | | | | | |
| 单位地址及电话 | | | | 单位电话： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作内容 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作三** | | | | 单位名称 | | | |  | | | | | | | | | | | | | | | | | | | | 起止时间 | | | | | | | | | |  | | | | | | | |
| 所在部门 | | | |  | | | | | | | | | | | | | | | | | | | | 任职岗位 | | | | | | | | | |  | | | | | | | |
| 直接上级 | | | |  | | | | | | | | | | | | | | | | | | | | 平均月薪 | | | | | | | | | |  | | | | | | | |
| 单位地址及电话 | | | | 单位电话： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作内容 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作四** | | | | 单位名称 | | | | |  | | | | | | | | | | | | | | | | | | 起止时间 | | | | | | | | | | |  | | | | | | | |
| 所在部门 | | | | |  | | | | | | | | | | | | | | | | | | 任职岗位 | | | | | | | | | | |  | | | | | | | |
| 直接上级 | | | | |  | | | | | | | | | | | | | | | | | | 平均月薪 | | | | | | | | | | |  | | | | | | | |
| 单位地址及电话 | | | | | 单位电话： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作内容 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作五** | | | | 单位名称 | | | | |  | | | | | | | | | | | | | | | | | | 起止时间 | | | | | | | | | | | |  | | | | | | |
| 所在部门 | | | | |  | | | | | | | | | | | | | | | | | | 任职岗位 | | | | | | | | | | | |  | | | | | | |
| 直接上级 | | | | |  | | | | | | | | | | | | | | | | | | 平均月薪 | | | | | | | | | | | |  | | | | | | |
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| 工作内容 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **学习经历（从高中写起）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起至年月 | | | | | 学校名称 | | | | | | 专 业 | | | | | | | | | | | | | | 毕业/肆业/结业 | | | | | | | | | | | | | 学位 | | | | | | |
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| **培训经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止年月 | | | | | 培训/颁发机构 | | | | | | 专 业 | | | | | | | | | | | | | | 资格证书 | | | | | | | | | | | | | 备 注 | | | | | | |
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| **主要家庭成员** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | | | | 关 系 | | 年龄 | | | | 工作单位 | | | | | | | | | | | | | | | | | | | | 职 务 | | | | | | | 电 话 | | | | | | | |
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| **亲属关系回避申报**  （有无亲属在本企业就职，亲属指夫妻、直系血亲、三代以内旁系血亲、近姻亲等） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | | | | 关 系 | | 年龄 | | | | 工作单位 | | | | | | | | | | | | | | | | | | | | 职 务 | | | | | | | 电 话 | | | | | | | |
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| **曾获何种奖励或荣誉** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **招聘信息来源（外部招聘填写）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □招聘网站：\_\_\_\_\_\_\_\_\_\_ □招聘会 □公司员工介绍（姓名： 关系： ）  □公司人力资源部主动联系 □报刊广告 □其他：\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 如被录用，本人最早可于 年 月 日开始上班。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **个人声明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人保证以上所填个人内容客观真实，同意接受公司及其委托机构对本人所提供信息的真实性进行核实，如个人资料有虚假或重大遗漏，本人愿受取消申请资格或受雇后无条件解聘之处分，并若对公司造成影响或损失，本人愿负相应之责任。  声明人签名/日期：  (第2页，共2页)  (第2页，共2页) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 以下由公司填写 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 用人部门填写 | ①录用人员岗位名称：  ②录用人员岗位级别：  ③拟签订劳动合同期限 年，其中试用期 月；  ④拟到岗时间 年 月 日；  部门负责人确认：  日 期： | | | | | | | | | | | | | | | | | | 人力资源部填写 | | | ①录用人员岗位名称：  ②录用人员岗位级别：  ③拟签订劳动合同期限 年，其中试用期 月；  ④拟到岗时间 年 月 日；  部门负责人确认：  日 期： | | | | | | | | | | | | | | | | | | | | | | | |