**应聘人员登记表**

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| 应聘单位 | 福建福化古雷石油化工有限公司 | | | | | | | 应聘岗位 | | 行政助理（英语翻译） | | | | | 寸照 | |
| 姓名 |  | | | 性别 | | | |  | | 民族 | | |  | |
| 籍贯 |  | | | 婚否 | | | |  | | 政治面貌 | | |  | |
| 出生年月 |  | | | 身份证号码 | | | |  | | | | | | |
| 家庭住址 |  | | | | | | | | | | | | | |
| 邮政编码 |  | | | | | | 户口所在地 | |  | | | | | | | |
| 兴趣爱好 |  | | | | | | 健康状况 | |  | | | | 身高 | |  | |
| 毕业学校 |  | | | | | | | | | 专业 | | |  | | | |
| 学位 |  | | | | | | | 职称或职（执）业资格 | | | | |  | | | |
| 期望年薪 |  | | | | | | | 是否调剂 | |  | | | | | | |
| 联系方式 | 固定电话 | |  | | | 手机 | |  | | | | E-mail | |  | | |
| 受教育情况（从高中起） | | | | | | | | | | | | | | | | |
| 起止时间 | | | | 学校 | | | | | | | 学历 | | | | 专业 | |
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| 工作经历 | | | | | | | | | | | | | | | | |
| 起止时间 | | | | 单位名称 | | | | | | | 职务 | | | | 证明人及电话 | |
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| 主要家庭成员 | | | | | | | | | | | | | | | | |
| 姓名 | | 关系 | 工作单位 | | | 职务 | | 住址 | | | | | | | | 联系电话 |
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| 获得证书或奖励 | | | | | | | | | | | | | | | | |
| 证书名称 | | | | | 获得日期 | | | 证书编号 | | | 备注说明 | | | | | |
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| **您认为以前工作中积累的经验，对您现在应聘的岗位有何优势（120字以内）：** | | | | | | | | | | | | | | | | |
| **申明：**以上内容由本人填写，保证绝对真实，并由本人承担所有法律责任。  **填表人（签名）：** | | | | | | | | | | | | | | | | |
| **说明：1.本公司收到应聘材料后，将对符合条件的应聘者资料及时进行分类整理，需要了解更详细情况的，将通过电话或其他方式进行沟通：2.对初选优秀入围者，将电话通知来公司笔试、面试、体检；决定录用后，向本人发录用通知书。** | | | | | | | | | | | | | | | | |