**员工信息登记表**

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| **基本情况** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 |  | | | | | 性别 |  | | | 民族 | | |  | | 政治面貌 | | | |  | | | | | | 照片 | |
| 身份证号码 | |  | | | | | | | | 学历 | | |  | | 技术职称 | | | |  | | | | | |
| 户口所在地 | |  | | | | | | | | | | | 籍贯 | |  | | | | | | | | | |
| **联系方法** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人电话 | | | |  | | | | E-MAIL地址 | | | | | |  | | | | | | | | | | | | |
| 本地住址 | | | |  | | | | | | | | | | | | | | 住宅电话 | | | | |  | | | |
| 家庭通信地址 | | | |  | | | | | | | | | | | | | | 家庭电话 | | | | |  | | | |
| **紧急情况联系人** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | |  | | | | | 性别 | | | | | |  | | 联系电话 | | | | | |  | | | | |
| 工作单位 | | |  | | | | | | | | | | | | | 联系电话 | | | | | |  | | | | |
| **教育经历** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | 毕业院校 | | | | | 学历程度 | | | | | | 专业名称 | | 证明人 | | | | | | 电话 | | | | |
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| 在校间担任过的职务： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 奖励记录及时间： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作经历** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | 单位及部门 | | | | | 职位 | | | | | | 月薪 | | 证明人 | | | | | | 电话 | | | | |
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| **最近工作情况** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位名称 | | | |  | | | | 部门 | | | | | |  | | 岗位 | | | | | |  | | | | |
| 工作内容成绩 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 接受的培训 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| 单位名称 | | | |  | | | | 部门 | | | | | |  | | 岗位 | | | | | |  | | | | |
| 工作内容成绩 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 接受的培训 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 单位名称 | | | |  | | | | | 部门 | | | | |  | | | 岗位 | | | | | | |  | | |
| 工作内容成绩 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 接受的培训 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 离职原因 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **配偶情况（已婚者）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | | | |  | | | | | | | 户 籍 地 | | |  | | | | | 学 历 | | | | | |  |
| 工作单位 | | | | |  | | | | | | | 部门及职位 | | |  | | | | | 联系电话 | | | | | |  |
| **家庭成员及社会关系** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 关系 | | | | | 姓名 | | | | | | 工作单位及职务 | | | | | | | | | | 联系电话 | | | | | |
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| 是否有亲友在本公司工作：（ ）无；（ ）有：姓名 关系 所在部门 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **过往住院病史** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 在括号内打勾：（ ）无 ， （ ）有，因何疾病住院： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **犯罪记录** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 在括号内打勾：（ ）无 ， （ ）有，因何行为导致： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人郑重承诺：   1. 以上所填写内容真实可靠，如故意隐瞒实情一经查出，愿意接受公司的无偿辞退处理。 2. 承诺本人必须在入职后十日内完整的提供给公司所要求的证件、证明文件，否则公司有权即时辞退本人而无须支付补偿金。 3. 同意并接受，如因本人原因主动提出辞职而在公司服务期未满七个工作日时，公司有权不支付薪金。 4. 试用期满后，须履行辞职提前三十天通知的义务。否则提前办理离职手续时，接受公司按照劳动法相关规定在本人离职工资内扣除相应天数作代替通知金的决定。   本人承诺签名： 日期： | | | | | | | | | | | | | | | | | | | | | | | | | | |