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| **琅琊传媒集团**  **临沂蒙奇影城有限公司** | | | | | | | | | | | **表格**  **名称** | | | | **职位申请表** | | | | | | | | | | | |
| **文件**  **编号** | **LYCM-WI-HR-ZPGL-003-AO** | | | | | | | | | | **统计**  **周期** | | | | □日 □周 □月 □季 □年 | | | | | | | **负责人** | | |  | |
| **1 申请职位** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申请职位: 是否服从调剂： 是□ 否□ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2 个人资料** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | |  | | | | 性 别 | | |  | | | | | 身 高 | |  | | | | | |  | | |  |
| 户籍所在 | | |  | | | | 目前住址 | | |  | | | | | | | | | | | | |  | | |  |
| 全日制学历 | | |  | | | | 政治面貌 | | |  | | | | | 民 族 | |  | | | | | |  | | |  |
| 婚姻状况 | | |  | | | | 出生日期 | | |  | | | | | | | | | | | | | | | | |
| 入党/入团时间 | | |  | | | | 电话(宅) | | |  | | | | | E-mail | |  | | | | | | | | | |
| **身份证号码:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **手机号码:**  **紧急联系人及电话(必填):** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3 家庭关系/社会背景** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | 年 龄 | | | 关 系 | | | | 政治面貌 | | | | | | 工作单位及职务 | | | | | | | | | | | |
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| **4 教育背景（依次从最高学历开始）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 学 校 | | | | | | | 专 业 | | | | | | | | 学历/学位 | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| **5 专业技能培训及证书** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 学校/培训机构 | | | | | | | 课程名称 | | | | | | | | 所获证书 | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| 年 月 - 年 月 | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |
| **6 工作经验 /社会实践(依次从最近工作开始)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 工作单位及职务 | | | | | | 主要工作内容 | | | | | | | | | | | | 离职原因 | | |
| 年 月 - 年 月 | | | | | |  | | | | | |  | | | | | | | | | | | |  | | |
| 年 月 - 年 月 | | | | | |  | | | | | |  | | | | | | | | | | | |  | | |
| 年 月 - 年 月 | | | | | |  | | | | | |  | | | | | | | | | | | |  | | |
| 年 月 - 年 月 | | | | | |  | | | | | |  | | | | | | | | | | | |  | | |
| **若被录用最近上班日期 1.随时□ 2.收到录用通知后\_\_\_\_\_天** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7期望月薪(税前)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **期望月薪(税前): 元/月（含税和公积金）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8 语言、计算机能力** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 英 语 优 □ 良 □ 一般 □ 其它语言 优 □ 良 □ 一般 □ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 计算机 优 □ 良 □ 一般 □ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9 优势/特长** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **10 一般资料** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ·持有驾驶证吗？ | | | | | | | | 否 □ | | | | | | 是 □ | | | | | | 类型 （ ） | | | | | | |
| ·是否有被刑事拘留或起诉 | | | | | | | | 否 □ | | | | | | 是 □ | | | | | |  | | | | | | |
| ·是否长期住院或重大疾病史 | | | | | | | | 否 □ | | | | | | 是 □ | | | | | |  | | | | | | |
| ·是否有朋友或亲戚在公司 | | | | | | | | 否 □ | | | | | | 是 □ | | | | | 朋友 □ 亲戚 □ 姓名 （ ） | | | | | | | |
| ·是否曾应聘过本公司 | | | | | | | | 否 □ | | | | | | 是 □ | | | | | | | | | | | | |
| **11 证明人（原单位直属上司或人事负责人）公司在背景调查前会事先征得本人同意** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 证明人1 | | 姓 名 | |  | | | | | 单 位 | | | | |  | | | | 职 位 | | | |  | | | | |
| 关 系 | |  | | | | | 办公电话 | | | | |  | | | | 手 机 | | | |  | | | | |
| 证明人2 | | 姓 名 | |  | | | | | 单 位 | | | | |  | | | | 职 位 | | | |  | | | | |
| 关 系 | |  | | | | | 办公电话 | | | | |  | | | | 手 机 | | | |  | | | | |
| **12 招聘信息** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 何处获悉招聘信息： 网络□ 报纸□ 自媒体□ 朋友介绍□ 其它( ) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **13 本人申明** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 我在此申明：本表填写的内容及由本人提供的应聘资料（原件及复印件）准确无误，完全属实。否则公司有权中止聘用，并不作任何补偿。本人同意公司进行个人情况的背景调查。 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **签名:(必填)** | | | | | | | | | | | | | | | | **日 期** | | | | 年 月 日 | | | | | | |

《职位申请表》填写说明

1．请如实、完整填写表上各项内容；

2．所粘贴的照片应为近期电子版免冠照片；

3．家庭关系/社会背景：主要填写父母、配偶，子女、兄弟姐妹的简要情况；

4．工作经历描述：主要填写各时期的主要工作内容等；

5．教育状况、培训/专业技能培训：请填写学历教育、在职培训和专业技能培训的简要情况；

6．所有事件请按时间由近至远顺序填写。