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| **公司员工入职表** | | | | | | | | | | | | | | | | | | | | | | | | |
| 填表日期: | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | |  | | | | | 性 别 | | |  | | | | | | 民 族 | | |  | |  | | | |
| 联系电话 | |  | | | | | 出生年月 | | |  | | | | | | 身 高 | | |  | |
| 籍 贯 | |  | | | | | 政治面貌 | | |  | | | | | | 婚 否 | | |  | |
| 户口所在地 | | |  | | | | | | | | | | 身份证号码 | | | |  | | | |
| 毕业院校 | | | |  | | | | | | | | | 文化程度 | | | | |  | | |
| 专 业 | | | |  | | | | | | | | | 有何特长 | | | | |  | | |
| 技术职称 | | | |  | | | | | 语言能力 | | | |  国语  英语  日语  粤语 其它 | | | | | | | | | | | |
| 家庭电话 | | | |  | | | | | 家庭地址 | | | |  | | | | | | | | | | | |
| 紧急联系电话 | | | |  | | | | | 紧急联系人 | | | |  | | | | | | | | | | | |
| 简历 | 时间 | | | | 在 何 单 位 | | | | | | | | | | | | 具 体 工 种 | | | | | 离 职 原 因 | | |
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| 家 | 姓 名 | | | | | 与本人关系 | | | 工作单位 | | | | | | | | | | 现 住 地址 | | | | | |
| 庭 |  | | | | |  | | |  | | | | | | | | | |  | | | | | |
| 成 |  | | | | |  | | |  | | | | | | | | | |  | | | | | |
| 员 |  | | | | |  | | |  | | | | | | | | | |  | | | | | |
| 是否有朋友或亲属在本公司工作 | | | | | | | | | | | | 是 否 | | | | | | | | | | | | |
| 进入本公司因由 | | | | | ①网上招聘；②自荐；③经人介绍（介绍人） | | | | | | | | | | | | | | | | | | | |
| 进入本公司日期 : 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 面试负责人: 年 月 日 | | | | | | | | | | | | | | | | 部门负责人: 年 月 日 | | | | | | | | |
| 人力资源部: | | | | | | | | 主管: | | | | | | | | 总经理: | | | | | | | | |
| **★注：应聘人员需交验身份证、体检表（健康证）、毕业证等。** | | | | | | | | | | | | | | | | | | | | | | | | |
| **声明：**本人在此表格上所填写及提供的一切资料均为真实及正确，若有隐瞒，或所提供的资料不真实，自愿接受公司的处分，并承担由此引起的一切后果！ | | | | | | | | | | | | | | | | | | | | | | | | |
| 签名： 日期： | | | | | | | | | | | | | | | | | | | | | | | | |