**员工入职登记表**

入职岗位： 入职日期：

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| 姓名 |  | | | 性别 | | |  | | | | | 出生年月 | | | | |  | | | | | | | |  |
| 籍贯 |  | | | 民族 | | |  | | | | | 政治面貌 | | | | |  | | | | | | | |
| 婚烟状况 |  | | | 健康状况 | | |  | | | | | 身高/体重 | | | | |  | | | | | | | |
| 学历 |  | | | 专业 | | |  | | | | | 毕业院校 | | | | |  | | | | | | | |
| 身份证号码 | |  | | | | | | | | | | | | | | | | | | | | | | |
| 户口所在地 | |  | | | | | | | | | | | | | | 邮编 | | | | | |  | | | |
| 现住址 | |  | | | | | | | | | | | | | | 邮编 | | | | | |  | | | |
| 本人联系电话 | |  | | | | 微信 | | |  | | | | | | | 邮箱 | | | | | |  | | | |
| 紧急联系人 | |  | | | | 联系电话 | | |  | | | | | | | 联系地址 | | | | | |  | | | |
| 家庭主要成员 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | 关系 | | | 工作单位 | | | | | | | | 职务 | | | | | | | | | 联系电话 | | | |
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| 教育经历（由高至低） | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止年月 | | 毕业院校 | | | | | | | | 专业 | | | | | | | | 学历 | | | | | | 学位 | |
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| 培训经历（由近至远） | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止年月 | | 培训机构 | | | | | | | | 培训内容 | | | | | | | | | | | | 所获得的相关证书 | | | |
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| 工作经历（由近至远） | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止年月 | | 公司名称 | | | | | | 职务 | | | 薪资 | | | | 证明人 | | | | | | 联系方式 | | | | 离职原因 |
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| 员工承诺书 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 员工在本表提供的个人信息、学历证明、资格证明、身份证明、工作经历等个人资料均真实且上述资料的真实性是双方订立劳动合同的前提条件，如有弄虚作假或隐瞒的情况，属于严重违约制度，同意公司有权解除劳动合同或对劳动合同做无效认定处理，公司因此遭受的损失，员工有义务赔偿。 员工签名： 日期： | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位填写 | 试用期限 | |  | | | | 试用期工资 | | | |  | | | | | | | | | 转正工资 | | |  | | |
| 单位确认 | 单位签名 | | | | | | | | |  | | | | 日期 | | | | |  | | | | | | |