**员工面试登记表**

**内部编号：**

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| **姓 名** | |  | | | | **性别** | 男□女□ | | | **民族** | | |  | | | 贴照片处 | | |
| **籍 贯** | |  | | | | **婚否** |  | | | **政治面貌** | | |  | | |
| **出生日期** | | 年 月 日 | | | | | **身份证** | | |  | | | | | |
| **家庭住址** | |  | | | | | | | | | | | | | |
| **邮政编码** | |  | | | | **职称** |  | | | **外语水平** | | |  | | |
| **学 历** | | □硕士及以上 □本科 □大专 □高中及以下 | | | | | | | | | | | | | | | | |
| **应聘岗位** | |  | | | | | | | | **期望薪酬** | | |  | | | | | |
| **联系方式** | | **家庭电话** | | |  | | | | | **联系地址** | | |  | | | | | |
| **手机** | | |  | | | | | **E-mail** | | |  | | | | | |
| **基本技能** | | **外语语种/水平** | | |  | | | | | **计算机水平** | | |  | | | | | |
| **文字功底** | | |  | | | | | **口头表达** | | |  | | | | | |
| **受教育情况** | | | | | | | | | | | | | | | | | | |
| **起止时间** | | | **学校** | | | | | | **担任职务** | | **主修专业/课程** | | | | | **获得学位/证书** | | |
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| **工作经历** | | | | | | | | | | | | | | | | | | |
| **起止时间** | | | **单位名称** | | | | | | **职务** | | **薪酬水平** | | | **证明人** | | | **联系方式** | |
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| **培训经历** | | | | | | | | | | | | | | | | | | |
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| **性格（对自己的性格进行客观的评价，符合者请打“√”进行多项选择）** | | | | | | | | | | | | | | | | | | |
| 谨慎 □ | | 理智型 □ | | | 细致 □ | | | | 有责任心 □ | | | | 独断 □ | | | 温顺 □ | | |
| 内向 □ | | 神经质 □ | | | 敏锐 □ | | | | 有进取心 □ | | | | 寡言 □ | | | 宽言 □ | | |
| 乐观 □ | | 性情易变 □ | | | 机灵 □ | | | | 自以为是 □ | | | | 利舌 □ | | | 淡泊 □ | | |
| 消极 □ | | 兴奋型 □ | | | 耿直 □ | | | | 有支配欲 □ | | | | 诚实 □ | | | 气量小 □ | | |
| 自信 □ | | 行动型 □ | | | 随和 □ | | | | 有节制力 □ | | | | 孤癖 □ | | | 易动感情 □ | | |
| 热心 □ | | 有个性 □ | | | 勤俭 □ | | | | 有条理性 □ | | | | 疑虑 □ | | | 喜欢自我决策□ | | |
| **职场问答** | | | | | | | | | | | | | | | | | | |
| 1、您喜欢什么样的工作环境和文化氛围？  2、您有何工作特长？其对您应聘的岗位工作成效是否具有紧密的支持价值？  3、会造成您工作阻碍的性格缺点是什么？  4、、您对求职有何特殊要求？ | | | | | | | | | | | | | | | | | | |
| **本人郑重声明： 1、以上所填内容均属实，如有虚报，愿承担相应责任；**  **2、本人同意北京神林投资基金管理有限公司对本表存档及开展相关核实工作。**    **签名： 日期：** | | | | | | | | | | | | | | | | | | |

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| **回执（请评价后返回人力资源部）** | | | |
| **面试人员意见** | **负责人签字：**  **年 月 日** | **公司人力资源部意见** | **负责人签字：**  **年 月 日** |