编号：

**员 工 信 息 登 记 表**

**Employee Information Form**

**单 位：**

**工 号：**

**姓 名：**

**上海交通大学**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 一、基本信息 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | |  | | | | | | | | | 性 别 | | | | | | □男 □女 | | | | | | | | | | | | | | | | | | | | 照片 | | | |
| 证件类型 | | □身份证 □护照 □军人证 □其他 （注） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 证件号码 | |  |  |  | | | |  |  |  | |  |  | |  |  | |  |  | |  | | |  | |  | |  | | |  | | |  | | |
| 出生年月 | |  | | | | | | | | | 民 族 | | | | | | □汉 □其他 | | | | | | | | | | | | | | | | | | | |
| 户籍地 | |  | | | | | | | | | 户籍地址 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 政治面貌 | | □中共党员 □共青团员 □群众 □其他党派 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 婚姻状况 | | | | | | | | | | |
| 入党时间 | |  | | | | | | | | | 联系地址 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 邮 编 | |  | | | | | | | | | 手 机 | | | | | |  | | |  | | |  | |  | |  | |  | | |  | | | |  | |  |  |  |
| 健康状况 | | □健康 □残疾 | | | | | | | | | 电子邮箱 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 学 历 | | | | | | | | | | | 专 业 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □博士 □硕士 □双学士  □本科 □大专 □高中  □中专、技校 □其他 (注) | | | | | | | | | | | □经济学类 □工商管理类 □医学类 □法学类  □语言文学 □电子信息类 □机械类 □财会类  □土建类 □农业类 □其他 （注） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 毕业时间 | |  | | | | | | | | | 毕业院校 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 获奖情况 | | □立功 □授奖 □优秀学生 □奖学金 □其他 (注) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 家庭成员及重要社会关系 | 姓名 | 称谓 | | | | 出生年月 | | | | | 政治面貌 | | | | | | 工作单位及职务 | | | | | | | | | | | | | | | | | | 联系电话 | | | | | |
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| 来校年月 | |  | | | | | | | | | 用工单位 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 二、教育经历（从最高学历写起，填至高中） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止日期 | | | | | | | 所在学校/院系 | | | | | | | | | | | | | | | | | | | | | | | | | | 专业 | | | | | | | |
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| 是否有留学经历 | | | | | | | □是 □否，如选“是”请填写 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止日期 | | | | | | | 所在学校/院系 | | | | | | | | | | | | | | | | | | | | | | | | | | 专业 | | | | | | | |
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| 三、工作经历 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止日期 | | | | | 工作单位 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 岗位（或项目） | | | | | | | |
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| 四、技能、职称 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 技 能 | | | | | 种 类 | | | | | | | | | 掌握程度 | | | | | | | | 相关证书、等级水平 | | | | | | | | | | | | | | | | | | |
| 语言能力 | | | | |  | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| 计算机水平 | | | | | □国家 级 □其他 （注） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 专业职称 | | | | | □无职称 □初级 □中级 □高级  职称名称 （注） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 其他技能 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 爱好及特长 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人对以上所填写内容和提供材料的真实性负责。    填表人: 填表日期： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 审查单位盖章    年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

注：请用水笔填写，字迹工整。