**湖南信息学院工勤岗位招聘审批表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 董事长批示： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | |  | | 性别 | | |  | | 民族 | | |  | | | | | 籍贯（县） | | | | |  | | | | | | 2寸近照 | | | | | |
| 出生  年月 | |  | | 政治面貌 | | |  | | 身高 | | |  | | | | | 婚育情况 | | | | |  | | | | | |
| 体重 | | |  | | | | |
| 毕 业  学 校 | |  | | | | | | | 专业 | | |  | | | | | | | | | | | | | | | |
| 最 高  学 历 | |  | | | | | | | 最高  学位 | | |  | | | | | | | | | | | | | | | |
| 职 称 | |  | | | | | | | 技能 证书 | | |  | | | | | | | | | | | | | | | | | | | | | |
| 参加工作时间 | |  | | | | | | 身份  证号 |  |  |  | |  |  |  | | |  |  | |  | |  |  |  | |  | |  |  |  |  |  |
| 家庭  住址 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 应聘部门岗位 | |  | | | | | | | | | | | | | | 联系  电话 | | | |  | | | | | | | | | | | | | |
| 教  育  经  历 | 起止年月 | | | | 学校名称 | | | | | | | | | | | 学科专业 | | | | | | | | | | 学历学位（性质） | | | | | | | |
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| 工  作  经  历 | 起止年月 | | | | 工作单位 | | | | | | | | | | | 工作岗位 | | | | | | | | | | 证明人及联系方式 | | | | | | | |
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| 家庭主要成员 | 姓名 | | | | 称谓 | | 工作单位 | | | | | | | | | 职务 | | | | | | | | | | 联系方式 | | | | | | | |
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| 主要荣誉 |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主要科研成果 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 面试  小组  综合  意见 | 面试形象 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作重点把握 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 综合评价意见：  负责人签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 面试小组  成员签名： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 审  批  意  见 | 部门意见：  负责人签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主管校领导意见：  负责人签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主管人事校领导意见：  负责人签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**填表说明：**

1．教育背景：从高等教育填起，须注明学习性质（如：全日制、在职、自考、函授等）、专业名称、毕业学校。

2．工作简历：须注明具体工作岗位、行政或技术职务。

3．主要科研成果：包括论文、专著、专利、科研课题等。论文须注明是独著、合著（本人排名）、公开发表的刊物名称；课题必须注明是主持、参与（本人排名）、立项部门；成果必须注明成果名称、完成人排名、等级、颁奖单位、奖项名称。