**有限公司**

**入职登记表**

应聘职位： 填表日期： 年 月 日

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| 姓 名 |  | | | | | | 性 别 | | | | |  | | | | | | | | | 出 生  年 月 | | | | | | | | |  | | | 民族 | |  | | | | 照片 |
| 政 治  面 貌 |  | | | | | | 籍 贯 | | | | |  | | | | | | | | | 现 居  住 地 | | | | | | | | |  | | | | | | | | |
| 健 康  状 况 |  | | | | | | 婚 姻  状 况 | | | | |  | | | | | | | | | 工 作  年 限 | | | | | | | | |  | | | | | | | | |
| 身份证号码 | |  |  |  |  | | |  |  |  |  | |  | |  |  | |  |  |  | |  | | |  |  | |  | | 学 历 | | | |  | | | | | |
| 毕业院校 | |  | | | | | | | | | | | | 专 业 | | | | | | | | | |  | | | | | | | 技术职称 | | | | |  | | | |
| 计算机水平 | |  | | | | | | | | | | | | 外语水平 | | | | | | | | | |  | | | | | | | 联系电话 | | | | |  | | | |
| 紧急联络人姓名 | |  | | | | | | | | | | | | 联系电话 | | | | | | | | | |  | | | | | | | 联系地址 | | | | |  | | | |
| 工  作  经  历 | 起止时间 | | | | | 工作单位及部门 | | | | | | | | | | | | | | | 担任职务或  工作岗位 | | | | | | | | | | 职责范围 | | | | | | | 原单位电话 | |
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| 家  庭  成  员 | 关系 | | | | | 姓名 | | | | | | | | | | | | | | | 年龄 | | | | | | | | 工作单位 | | | | | | | | | 电话号码 | |
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| 入职声明 | 我已如实填写了上述入职信息，并详细阅读了本入职登记表背面的《员工入职声明书》，该声明书是本人的真实意思表示，并同意将其作为本人劳动合同的附件。  **确认签名（签名处留指印）**： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 部门主管意见 |  | | | | | | | | | | | | | | | | | | | | | | 总经理批准 | | | | | | |  | | | | | | | | | |
| 入职  日期 | 年 月 日 | | | | | | | | | | | | | | | | 试用期薪资 | | | | | | | | | |  | | | | | 工作部门 | | | | |  | | |

**员 工 入 职 声 明 书**

1. 本人保证以上所填写内容属实；本人保证所提供的有关证件完全真实。如有不实陈述，则视为本人的欺诈行为，本人愿意承担由此引发的相关责任，公司可以据此解除与本人的劳动合同，并且不负担任何赔偿责任。
2. 公司已向本人出示了公司现有的各项规章制度。并且，本人清楚公司将根据情况不时更新这些规章制度，本人表示将对其予以严格遵守。如有违反愿意接受公司相应的处分，直至据此解除与本人的劳动合同，并且公司不负担任何赔偿责任。
3. 本人无任何未结案之刑事案件或民事案件；入职之前本人与任何其他单位不存在任何劳动关系。
4. 本人理解公司的商业秘密保护制度，本人将严格保守公司的商业秘密。本人对前雇主或其他任何单位不负有保守商业秘密义务。本人承诺不将任何涉及第三方的商业秘密带入公司，并不在公司使用。任何因本人违反对第三方的保守商业秘密的义务而导致的任何法律责任由本人承担。

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