**员工信息登记表**

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| **姓名** |  | **性别** | | |  | **民族** | |  | | 照片 | |
| **出生年月** |  | **婚姻状况** | | |  | **政治面貌** | |  | |
| **最高学历** |  | **专业** | | |  | **毕业院校** | |  | |
| **参加工作时间** |  | **籍贯** | | |  | **职称** | |  | |
| **专业资格证书** |  | | | | | | | | | | |
| **户口地址** |  | | | | | **入党时间（如有）** | |  | | | |
| **居住地址** |  | | | | | **联系电话** | |  | | | |
| **E-MAIL** |  | | | | | **身份证号码** | |  | | | |
| **在职部门** |  | **职级** | | |  | **入职时间（最近入职日期）** | |  | | | |
| **紧急联系人** |  | | | | | **紧急联系人联系电话** | |  | | | |
| **教育经历（从最高学历开始填写，高中学历须填写）** | **起止时间** | **学校** | | | | **专业** | | **学历** | | | **是否全日制** |
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| **工作经历**  **（从最近工作经历开始填写，公司内部岗位变动的也需填写）** | **起止时间** | | | | | **工作单位及部门** | | | | | **工作岗位** |
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| **家庭成员及主要社会关系（包括且不限于父母、配偶、子女）** | **关系** | **姓名** | | | **出生日期** | **工作单位及部门** | | | **职务** | | |
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| **主要奖励记录** | **年度** | | **奖励名称** | | | | **授奖单位** | | | | |
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| **所受处分记录** | **年度** | | **处分原因** | | | | **给与处分单位** | | | | |
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| **有无亲属在金控集团或其下属公司就职** | | | | □无□有（姓名： 公司： 职务： ） | | | | | | | |