**劳务派遣用工备案表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 身份证号 | |  |  |  | | |  | | |  |  |  | |  | |  |  | |  | |  |  | | |  |  | |  |  |  |
| 性别 | □男 □女 | | 出生年月 | |  | | | | | | | 出生地 | | | | |  | | | | | | | | | | 婚否 | | |  | | | |
| 政治  面貌 |  | | 联系手机 | |  | | | | | | | | | | | | 工作地点 | | | | □徐汇 □奉贤 | | | | | | | | | | | | |
| 户籍所在地 | |  | | | | | | | | | | 户籍性质 | | | | | □本市城镇 □本市农村  □外地城镇 □外地农村 | | | | | | | | | | | | | | | | |
| 联系地址 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 原工作单位 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 岗位名称 | |  | | | | | | 岗位类别 | | | | | | | | □教学科研 □管理岗 □工勤岗 | | | | | | | | | | | | | | | | | |
| 合同期限 | | 年 月 日至 年 月 日(贰年) 试用期限： 月(贰月) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月工资 | |  | | 社保缴费基数 | | | | | | |  | | | | | | | 经费  出处 | | | | |  | | | | | | | | | | |
| 个人  简历 | | 自何年何月至何年何月 | | | | | | | 在何地、何部门工作学习 | | | | | | | | | | | | | | | | | 岗位 | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 部门领导意见 | | 经院（部、处）务会议审议，决定录用 同志为本部门劳务派遣人员。  现委托校人事处办理相关用工手续。  院（部、处）长签名：  书 记 签 名：  院（部、处） 盖 章：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 备注 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

上海师范大学人事处制表