**拟聘财会人员基本情况登记表**

（示范文本，仅供参考）

\*\*学校（章）

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| **姓名** |  | | | **性别** | |  | | **民族** |  | | **（一寸照片）** | |
| **出生年月** |  | | | **政治面貌** | |  | | **职称** |  | |
| **财会人员任职年限** | |  | | | **联系电话** | |  | | | |
| **何年何月毕业于何学校何院（系）何专业** | | | | | | | | | | **学历（位）** | | |
| **身份证号码** | | |  | | | | | | | | | |
| **户口所在地** | | |  | | | | | | | | | |
| **人事关系所在单位** | | |  | | | | | | | **联系电话** | |  |
| **家庭住址** | | |  | | | | | | | **邮政编码** | |  |
| **拟聘职务** | | |  | | | | | | | | | |
| **个人简历** | | | | | | | | | | | | |
| **时间** | | | **工作单位及职务** | | | | | | | **证明人** | | |
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注：1.此表会计、出纳分别填写。

2.须将身份证（正反面同页复印）、学历证、会计资格证、职称证明复印件、聘用合同附于本表后。