**招聘劳务派遣人员(一类)校内请示附表**

**按“退一补一”方式招聘劳务派遣人员请填写表1，并删去表2、表3；若新申请增加劳务派遣人员名额，请填写表2，删去表1、表2；获准新增加招聘名额并完成招聘后，填写表3，以校请形式报备。**

**□表1：按“退一补一”方式招聘劳务派遣人员**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 离职人员姓名 | | | | | |  | | | | | | | | | | 办结离职手续时间 | | | | | | | | | |  | | | | | | | | | |
| 新聘人员姓名 |  | | | | | 性别 | | | |  | | | 出生日期 | | |  | | | | | 身份证号码 | | | | |  | | | | | | | 照片 | | |
| 民族 |  | | | | | 籍贯 | | | |  | | | | | 户口所在地 | | | | | |  | | | | | 婚姻状况 | | | |  | | |
| 现住地址 | | |  | | | | | | | | | | | | | | 邮编 | | | |  | | | | | 电话 | |  | | | | |
| 最高学历 | |  | | | | | 专业 | | | |  | | | 外语及等级 | | | | | |  | | | | | 职业资格 | | |  | | | | |
| **来校情况** | | **□公开招聘 □教职工推荐** | | | | | | | | | | | | | | | | | | **拟派遣部门** | | | |  | | | | | | | | | | | |
| **是否与我校各类在职人员存在直系情缘关系：填写“是”或“否” （ ）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **主要教育经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育时间** | | | | | | | | **院校名称** | | | | | | | | | | | | | | | **专业** | | | | | | | | **学历** | | | | **学位** |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| **主要工作经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作时间** | | | | | | | | **工作单位** | | | | | | | | | | | | | | **职位** | | | | **主要从事** | | | | | | | | **离职原因** | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| **前用人单位等信息** | | | | 离职时间 | | | |  | | | | | | | | | | 离职原因 | | | | | | | | |  | | | | | | | | |
| 是与前用人单位约定了保密协议与竞业限制条款：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否与前用人单位有未尽的法律事宜：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否曾经或正在追究与承担过刑事责任：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 参加工作时间 | | | | | | | | | 年 月 | | | | | | | | | | 累计工作时间 | | | | | | | | | | （ ） 年 （ ）月 | | | | | | |
| **主要家庭成员** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓 名** | | | | | **关 系** | | | | | | | **工作单位** | | | | | | | | | | | | | | | | | | | | **所任岗位及职务** | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| **备 注** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**□表2：申请新增加劳务派遣人员名额**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 目前部门行政人员人数 | | 近三年行政人员退休人数 | 近三年新入职行政人员数 | 近三年招聘劳务派遣人员数 |
| 人 | | 人 | 人 | 人 |
| 本次申请人数 | | 人  （一般为1人） | 经费支出 | □部门负担**（创收部门）**  □需学校部分负担 元/月**（无创收部门）** |
| 本次申请岗位及职责 | |  | | |
| 简述申请理由 | |  | | |
| 备注 |  | | | |

**□表3：新招聘劳务派遣人员报备**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 新聘人员姓名 |  | | | | | 性别 | | | |  | | | 出生日期 | | |  | | | | | 身份证号码 | | | | |  | | | | | | | 照片 | | |
| 民族 |  | | | | | 籍贯 | | | |  | | | | | 户口所在地 | | | | | |  | | | | | 婚姻状况 | | | |  | | |
| 现住地址 | | |  | | | | | | | | | | | | | | 邮编 | | | |  | | | | | 电话 | |  | | | | |
| 最高学历 | |  | | | | | 专业 | | | |  | | | 外语及等级 | | | | | |  | | | | | 职业资格 | | |  | | | | |
| **来校情况** | | **□公开招聘 □教职工推荐** | | | | | | | | | | | | | | | | | | **拟派遣部门** | | | |  | | | | | | | | | | | |
| **是否与我校各类在职人员存在直系情缘关系：填写“是”或“否” （ ）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **主要教育经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育时间** | | | | | | | | **院校名称** | | | | | | | | | | | | | | | **专业** | | | | | | | | **学历** | | | | **学位** |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |  | | | |  |
| **主要工作经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作时间** | | | | | | | | **工作单位** | | | | | | | | | | | | | | **职位** | | | | **主要从事** | | | | | | | | **离职原因** | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| 年 月～ 年 月 | | | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | |  | |
| **前用人单位等信息** | | | | 离职时间 | | | |  | | | | | | | | | | 离职原因 | | | | | | | | |  | | | | | | | | |
| 是与前用人单位约定了保密协议与竞业限制条款：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否与前用人单位有未尽的法律事宜：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否曾经或正在追究与承担过刑事责任：填写“是”或“否” （ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 参加工作时间 | | | | | | | | | 年 月 | | | | | | | | | | 累计工作时间 | | | | | | | | | | （ ） 年 （ ）月 | | | | | | |
| **主要家庭成员** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓 名** | | | | | **关 系** | | | | | | | **工作单位** | | | | | | | | | | | | | | | | | | | | **所任岗位及职务** | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| **备 注** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |