**个人信息表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | | 性别 | |  | | | | 民族 |  | |
| 出生地 省/城市 | |  | | | | 出生日期 | |  | | | | | | |
| 身份证号 | |  | | | | 婚姻状况 | |  | | | | 月薪 |  | |
| 参加本单位工作时间 | |  | | | | 职务 | |  | | | | 电话 |  | |
| 单位地址（中英文） | |  | | | | | | | | | | 传真 |  | |
| 邮编 |  | |
| 家庭地址（中英文） | |  | | | | | | | | | | 电话： |  | |
| 邮编 |
| 本人手机 | |  | | | | EMAIL： |  | | | | 身高 | | |  |
| 家庭成员情况 | | | | | | | | | | | | | | |
| 关系 | 姓名 | | 出生日期 | | 出生地 | | | | | 住址/工作或学习单位 | | | | |
| 配偶 |  | |  | |  | | | | |  | | | | |
| 父亲 |  | |  | |  | | | | |  | | | | |
| 母亲 |  | |  | |  | | | | |  | | | | |
| 子女 |  | |  | |  | | | | |  | | | | |
| 子女 |  | |  | |  | | | | |  | | | | |
| **教育经历: 需填写最高学历** | | | | | | | | | | | | | | |
| 学校 | | | | 从\*年\*月\*日 | 到\*年\*月\*日 | | | | 专业/学校地址/电话 | | | | | |
|  | | | |  |  | | | |  | | | | | |
|  | | | |  |  | | | |  | | | | | |
| **工作经历（如有特定英文名请填英文）** | | | | | | | | | | | | | | |
| 单位 | | | | 从\*年\*月\*日 | | 到\*年\*月\*日 | | | 职务 /地址 /电话 /主管姓名 | | | | | |
|  | | | |  | |  | | |  | | | | | |
|  | | | |  | |  | | |  | | | | | |
|  | | | |  | |  | | |  | | | | | |
| 护照内的所有签证信息：（具体到何时去过何地） | | | | | | | | | | | | | | |
| 去过的国家/时间 | | | | | | | | | | | | | | |
| 如有拒签记录，请具体说明，哪个国家，签证种类？ | | | | | | | | | | | | | | |
| 申请商务签证的客人请注明：是否有子女居住于您出访的目的国，如有，请提供相关信息： | | | | | | | | | | | | | | |