**南京外国语学校招聘启事**

**工作岗位**：南京外国语学校教学处教务管理员。

**应聘要求**：

1. 具有一定的文字功底；
2. 性格开朗大方，工作认真负责，勤奋踏实，有团队合作精神；
3. 正规院校大专及以上学历，能熟练应用word、Excel等常用软件进行文字、数据处理；
4. 年龄35周岁以下。

**用工性质**：聘用合同制。

**薪酬待遇**：面议。

请有意应聘者填写好所附《南京外国语学校应聘工作人员信息登记表》，3月10日前发送到nfls\_jxc@nfls.com.cn，注明应聘教学处教务管理员，我们会另行通知面试时间。

南京外国语学校

2017年2月27日

附表:

**南京外国语学校应聘工作人员信息登记表**

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| 姓 名 | |  | | | | 性 别 | | | | |  | | | | | | 出生年月 | | | |  | | | | | 籍 贯 | | |  | 照  片 |
| 民 族 | |  | | | | 政治面貌 | | | | |  | | | | | | 婚姻状况 | | | | |  | | | | 专业职称 | | |  |
| 其他资格证书 | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 最高学历 | |  | | | | 专 业 | | | | |  | | | | | | | | | | | 毕业院校 | | | |  | | | |
| 固定电话 | |  | | | | | | | | | 手 机 | | | | |  | | | | | | | | | | 邮 箱 | | |  | |
| 身份证号 |  | |  |  |  | |  |  |  |  | | |  |  |  | | |  |  |  |  | |  |  |  | |  | | | |
| 现住地址 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 家庭成员 | | 姓 名 | | | | 称谓 | | | | | | 工作单位 | | | | | | | | | 职务 | | | | | | | 联系电话 | | |
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| 技能特长及爱好 | | 计算机水平： 其它技能： | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 个人爱好及特长： | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作经历 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 教育背景 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 自我评价 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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