**档案人员岗位培训班报名表**

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| **姓名** | | |  | | | **身份证号** | |  | | | **性别** |  | **出生年月** | |  | **最后学历** | |  |
| **单位(全称)** | | | | |  | | | | | **地址** |  | | | | | **邮编** | |  |
| **单位电话** |  | | | | | | **分机** | |  | **移动电话** |  | | | **其它可联系电话或方式** | |  | | |
| **何时从事档案工作** | | | |  | | | **单位所属系统或上级主管部门** | | |  | | | | **需培训课目数** | | | **门** | |
| **培 训 科 目** | | **1、《档案管理与实务》** | | | | | | | | | | | | | | | | |
| **2、《档案保护技术》** | | | | | | | | | | | | | | | | |
| **3、《档案信息化建设》** | | | | | | | | | | | | | | | | |
| **4、《档案法制与标准》** | | | | | | | | | | | | | | | | |
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| **单 位 意 见** | | **盖 章**  **20 年 月 日** | | | | | | | | | | | | | | | | |
| **备 注** | |  | | | | | | | | | | | | | | | | |
| **填表须知：（1）“身份证号”需填写15或18位号码；（2）“出生年月”填写年××××、月××6位号码，例196706；（3）“学历”为最后学历，在读不算；（4）“单位”按公章填写全称；（5）“地址”须详细填写门牌号码，包括××区、××镇（街道）、××路（弄）、×号；（6）“单位电话”：有分机的也必须填写清楚；（7）“其它可联系方式或电话”：指家庭电话或email地址；（8）“培训课目”：如只需培训其中一门或几门课的，可在课目名称右侧打√，但培训结束不发证。** | | | | | | | | | | | | | | | | | | |