متقاضی در درجه اول بر اساس اطلاعاتی که در فرم زیر وارد کرده مورد ارزیابی قرار خواهد گرفت. چنانچه مایل به ارائه توضیحات تکمیلی هستید، تنها پس از تکمیل این فرم، سایر مشخصات خود را به صورت فایل جداگانه و همراه با همین فرم به ایمیل ارسالی الصاق فرمایید.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1- عمومي :**

|  |  |  |
| --- | --- | --- |
| نام و نام خانوادگي:       | تاريخ تولد:       | محل تولد:       |
| شماره شناسنامه:       | نام پدر:       | وضعیت تاهل:  تعداد فرزند: 0  |
| وضعیت نظام وظیفه :  | علت:       |
| نشانی:            | تلفن تماس:       تلفن همراه:      نشانی ایمیل:       |

**2- موقعیت تحصیلی (آخرین سال تحصیلات دبیرستانی و کلیه مراحل تحصیلات عالیه) :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| تاريخ | ارزش مدرک | رشته تحصيلي | معدل | محل انجام تحصيلات |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**3- سوابق کاري و تجربی :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| از تاريخ | به مدت | نام محل کار | عنوان شغلي | علت ترک کار |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**4- زمينه خاص تخصصي که در آن علاقه و راندمان کاري شما بيشتر است:**     **5- دوره های کوتاه مدتی که گذرانیده اید:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **6- به کدام يک از زبان هاي خارجی زير آشنايی دارید:** **(حداقلی آشنایی با زبان انگلیسی برای استخدام ضروری است و آزمون به عمل خواهد آمد**)

|  |  |
| --- | --- |
| **زبان** | **میزان تسلط** |
| 1- **انگليسي** |  |
| 2-       |  |
| 3-       |  |

**8- به کدام يک از اشکال زير مي توانيد با اين شرکت همکاري فرماييد :**  **میزان ساعات:** **9- تاريخ آمادگي به کار:** **10- معرف :**  | **7- ميزان آشنایی با نرم افزارهای ضروری جهت استخدام درشرکت (از مواد زیر آزمون به عمل خواهد آمد).**

|  |  |
| --- | --- |
| **مواد** | **میزان تسلط** |
| **Word**  |  |
| **Excel** |  |
| **Msp**  |  |
| **Acad** |  |
| **Typing-English** |  |
| **Typing-Farsi** |  |

توضیح : آشنایی با آرشیو شرکت قبل از شروع کار ضروری است. |

|  |  |
| --- | --- |
| **11- تاریخ آگهی منتشره :**  | **12- امضاء و تاریخ :**  |

**BD14801_**

|  |
| --- |
| لطفا پس از تکمیل فرم آن را به نشانی mail@pooladce.com ارسال فرمایید. |

**جدول های زیر توسط مسئولان شرکت پر می شود.**

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| **نتایج آزمون:**

|  |  |  |
| --- | --- | --- |
| **میزان تسلط** | قبل از آزمون  | بعد از آموزش |
| Word |  |  |
| Excel |  |  |
| MS-Project |  |  |
| AutoCAD |  |  |
| تایپ فارسی |  |  |
| تایپ لاتین |  |  |
| آرشیو مدارک |  |  |
| InfoPath |  |  |
| Visio |  |  |
| Sothink |  |  |
| Workflow on SharePoint |  |  |
| Comfar III |  |  |
| ISO |  |  |
| SharePoint |  |  |

**نظر بخش آموزش :**  |
| **نظر سرپرست بخش تخصصی:** |
| **نظر مدیریت:** |
| **نظر حسابداری:****متقاضی استخدام شد:**  بلی خیر |

 |