**申领《就业失业登记证》流程图**

**填写《就业失业登记证》申领登记表1份；身份证、户口首页、本人页、毕业证（肄业）原件及复印件各1份；职业资格、专业技术职务复印件1份；近期免冠2寸红底彩照2张。（A4纸张）**

**就业 登记记**

**求职 登记**

**失业 登记**

**从单位就业转失业的**

**个体经营或灵活就业**

**无就业经历的人员**

**下岗失业人员**

**进城务工人员**

**个体工商户私营企业**

**劳动者失地人员**

**军人退役未安置人员**

**刑满释放假释等人员**

**没有纳入失业范围的**

**被用人单位录用的**

**填写求职人员登记表**

**提供停止经营或注销登记 证**

**提供暂住证明、原劳动合同、参加社会保险等能够证明稳定就业6个月以上材料**

**提供个人社会保险关系转移及档案存放证明**

**提供终止或解除劳动关系的证明**

**社区无业证明、毕业（肄业）证明、填求职表**

**提供营业执照副本、组织机构代码证**

**提供劳动合同和用工备案手 续**

**提供司法或公安部门出具的证 明**

**提供安置部门出具的证明**

**提供安置部门出具证明人均耕地不足0.2亩证明**

就业失业登记表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | | | 性 别 | | | | |  | | | | | | | | | | 年 龄 | | | |  | | | |
| 户籍性质 | 农业□ 非农业□ 居民户□ | | | | | | | | | | | | 联系电话 | | | | | | | 住宅电话 | | | |  | | | |
| 手机号码 | | | |  | | | |
| 登记证编号 |  |  |  |  | |  |  | |  | |  | | |  | | | |  | | |  |  | |  |  |  |  |
| 家庭住址 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 基本信息变更 | 变更日期 | | | | 变更项目 | | | | | | | | | | | 变更内容 | | | | | | | | | | | |
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| 就业登记 | 就业类型 | | | | 单位就业□ 自主就业□ | | | | | | | | | | | | | | | | | | | | | | |
| 就业单位名称 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 签订劳动合同 | | | | 是□ 否□ | | | | | | | | | | 参加社会保险 | | | | | | | | 是□ 否□ | | | | |
| 合同履行期限 | | | | 年 月 — 年 月 | | | | | | | | | | | | | | | | | | | | | | |
| 自主就业类型 | | | | 个体经营□ 灵活就业□ 其他□ | | | | | | | | | | | | | | 就业时间 | | | |  | | | | |
| 失业登记 | 登记失业时间 | | | |  | | | | | | | 享受失业保险待遇 | | | | | | | | | | | 是□ 否□ | | | | |
| 失业类型 | | | | 无就业经历□ 就业转失业□ 其他□ | | | | | | | | | | | | | | | | | | | | | | |
| 失业前单位名称 | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 技能特长 | | | |  | | | | | | | | | | | | 培训需求 | | | | | |  | | | | |
| 就业意向 | | | |  | | | | | | | | | | | | 薪酬要求 | | | | | |  | | | | |
| 拟接收公共就业人才服务内容 | | | | 职业介绍□ 职业指导□ 创业服务□ 职业培训□  其他服务□： 档案托管□ 劳动（人才） 事务代理□ 其他□ | | | | | | | | | | | | | | | | | | | | | | |
| 提供材料目录 | 劳动合同□ 解除劳动关系证明□ 毕业证书（明）□ 参保缴费证明□  工商营业执照（组织起来就业证书）□ 失地（林）证明□ 灵活就业证明□  其他证明□： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申请人签名 | **以上材料由本人填写，情况属实，并自愿接受公共就业人才服务机构提供的就业服务。**  签 名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **以 下 由 公 共 就 业 人 才 服 务 机 构 填 写** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 登记失业类型 | 1□ 2□ 3□ 4□ 5□ 6□  7□：　 ①进城务工人员（含非本省户籍人员）□ ②其他□ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 享受失业保险待遇期限 | 自 年 月起至 年 月止 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 经办人意见：  （签名）：  年 月 日  （盖章） | | | | | | | | 审批人意见：  （签名）：  年 月 日  （盖章） | | | | | | | | | | | | | | | | | | | |

说明：登记失业类型：1、从学校毕业或肄业；2、从用人单位失业；3、个体业主停止经营；4、失地、失林劳动者；5、退役且未纳入统一安置；6、刑满释放、假释、监外执行或解教；7、其他人员；①进城务工人员（含非本省户籍人员）在常住地稳定就业满6个月后失业的；②其他失业人员。平顶山市人才交流中心 平顶山人事人才网 [www.pdsjob.cn](http://www.pdsjob.cn) 咨询电话：0375-4996833

《就业失业登记证》申领表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 姓 名 | |  | | | | | | | | | | 性 别 | | | | | | | | |  | | | | | | | | 2  寸  免  冠  照  片 | | | | | | | | |
| 出生日期 | | 年 月 日 | | | | | | | | | | 民 族 | | | | | | | | |  | | | | | | | |
| 文化程度 | |  | | | | | | | | | | 政治面貌 | | | | | | | | |  | | | | | | | |
| 联系电话 | |  | | | | | | | | | | 婚姻状况 | | | | | | | | |  | | | | | | | |
| 户籍地址 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 户籍性质 | | 农业□ 非农业□ 居民户□ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 常住地址 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 原证件号码 | | 优惠证号： 就失业证号： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 身份证号 | |  | |  | |  | |  | |  | | |  | |  | | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |
| 学历情况 | | 毕业时间 | | | | | 毕业于何校何专业 | | | | | | | | | | | | | | | | | | | | | | | | 学 历 | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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| 职业资格 专业技术职务 | |  | | | | | 职业资格、专业技术职务名称及等级 | | | | | | | | | | | | | | | | | | | | | | | | 备 注 | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 已享受就业扶持政策内容及期限 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 提供材料目录 | | 身份证□ 户口薄□ 毕业证书（明）□ 职业资格（专业技术）证书□ 照片□  其他： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申请人签名 | | **以上资料由本人填写，情况真实。**  签 名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **以 下 由 公 共 就 业 人 才 服 务 机 构 填 写** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 领证人员类型 | 城镇户籍的劳动者□ 进城求职的农村劳动者□ 毕业年度高校毕业生□ 其他□ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 证件编号 |  | |  | |  | | | |  | |  | | |  | | |  | |  | | |  | |  | |  | |  | | | |  | |  | |  | |
| 经办人意见：  （签名）：  年 月 日  （盖章） | | | | | | | | | | | | | | | | 审批人意见：  （签名）：  年 月 日  （盖章） | | | | | | | | | | | | | | | | | | | | | |
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平顶山市人才交流中心 平顶山人事人才网 [www.pdsjob.cn](http://www.pdsjob.cn)

咨询电话：0375-4996833

求职人员登记表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 |  | | | | | | 性别 | | |  | | | 民族 | | |  | | | | 照  片 | | | |
| 年 龄 |  | | | | | | 籍 贯 | | | | | |  | | | | | | |
| 政治面貌 |  | | | | | | 婚姻状况 | | | | | |  | | | | | | |
| 健康状况 |  | | | | | | 联系电话 | | | | | |  | | | | | | |
| 身份证号 |  |  | |  |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  |  |
| 毕业院校 |  | | | | | | | | | | | | | | 所学专业 | | | | |  | | | |
| 户口性质（本市城镇、本市农业、外埠城镇、外埠农业） | | | | | | | | | | | | | | | | | | | |  | | | |
| 现在档案  存放地 | | |  | | | | | | | | | | | | | | | | | | | | |
| 教育情况： | | | | | | | | | | | | | | | | | | | | | | | |
| 工作情况： | | | | | | | | | | | | | | | | | | | | | | | |
| 外语程度： | | | | | | | | | | | | | | | | | | | | | | | |
| 计算机程度： | | | | | | | | | | | | | | | | | | | | | | | |
| 求职意向： | | | | | | | | | | | | | | | | | | | | | | | |
| 有何特长： | | | | | | | | | | | | | | | | | | | | | | | |

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