**在职工作证明及单位推荐报考意见**（参考模板，可根据实际情况调整）

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | | | | | 性别 | | | |  | | | 出生日期 | | | | |  | | | | | | 照  片 | |
| 籍贯 |  | | | | | | 民族 | | | |  | | | 政治面貌 | | | | |  | | | | | |
| 最后学历 |  | | | 最后学位 | | |  | | | | 工作单位 | | |  | | | | | | | | | | |
| 身份证号 | |  |  | |  |  | |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |
| 以下由工作单位人事部门填写 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止日期 | | 工作年限 | | | | 工作单位 | | | | | | | | | | | | | | 工作单位人事部门 | | | | | | |
| 盖章确认 | | | | | | 联系电话 |
|  | |  | | | |  | | | | | | | | | | | | | | 年 月 日 | | | | | |  |
|  | |  | | | |  | | | | | | | | | | | | | | 年 月 日 | | | | | |  |
|  | |  | | | |  | | | | | | | | | | | | | | 年 月 日 | | | | | |  |
| 单位（科室）对推荐人的推荐意见：（政治表现、工作表现、理论基础、专业知识、学术水平、外语程度及是否同意本人申请）  人力资源部门  盖 章 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | |