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| **입 사 지 원 서** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
|  | | **지원구분** | | | 신입 **·** 경력 | | | **응시분야** | | | |  | | | **희망직급** | | |  | | | **희망연봉** | | | |  | | |
| **성 명** | | | 한 글 | | |  | | | | **생년월일** | | | 년 월 일 (만 세) | | | | | | | | | | | | |
| 영 문 | | |  | | | | **현주소** | | |  | | | | | | | | | | | | |
| 한 자 | | |  | | | |
| **연락처** | | | 자 택 | | |  | | | | **E-mail** | | |  | | | | | | | | | | | | |
| 핸드폰 | | |  | | | | **국가보훈** | | | 대상 **·** 비대상 | | | | **장애인 여부** | | | | 대상 **·** 비대상 | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **학력사항** | **학 교 명** | | | **전 공** | | | **복수/이중전공** | | | | **입학일자** | | | **졸업일자** | | | **졸업구분** | | | **소재지** | | **성 적** | | | | **주·야** | |
| 고등학교 | | |  | | |  | | | | 년 월 | | | 년 월 | | |  | | |  | |  | | | |  | |
| 대학교(2년) | | |  | | |  | | | | 년 월 | | | 년 월 | | |  | | |  | |  | | | |  | |
| 대학교(4년) | | |  | | |  | | | | 년 월 | | | 년 월 | | |  | | |  | |  | | | |  | |
| 대학교(4년) | | |  | | |  | | | | 년 월 | | | 년 월 | | |  | | |  | |  | | | |  | |
| 대학원 | | |  | | |  | | | | 년 월 | | | 년 월 | | |  | | |  | |  | | | |  | |
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| **경력사항** | **근무처** | | | **직 위** | | **담당업무** | | | | **입사일** | | | **퇴사일** | | | **근속기간** | | | | **연 봉** | | | | **퇴직사유** | | | |
|  | | |  | |  | | | | 년 월 | | | 년 월 | | | 년 개월 | | | | 만원 | | | |  | | | |
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| **가족사항** | **관 계** | | **성 명** | | | | | | **생년월일** | | | | | | **동거여부** | | | | | | | | | | | |
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| **개인역량** | **외국어** | | **능력정도** | **컴퓨터 활용능력** | | **자격사항** | **자 격 증** | | | **발행기관** | | | | | **취득일** | |
|  | | 상**·**중**·**하 | 한글/WORD | 상**·**중**·**하 |  | | |  | | | | |  | |
|  | | 상**·**중**·**하 | Excel | 상**·**중**·**하 |  | | |  | | | | |  | |
| **어학 공인인증시험명** | | **성 적** | PowerPoint | 상**·**중**·**하 |  | | |  | | | | |  | |
|  | |  | AutoCAD | 상**·**중**·**하 |  | | |  | | | | |  | |
|  | |  | 기 타 |  |  | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **기타사항** | **취미** |  | | | | **병역사항** | **군필여부** | 군필 **·** 미필 | | | **병역구분** | | 현역**·**보충역**·**특례 | | | |
| **면제사유** |  | | | | | | | | |
| **특기** |  | | | | **복무기간** | 년 월 ~ 년 월 ( 개월) | | | | | | | | |
| **군 별** |  | **병 과** | | |  | | **계 급** | |  |
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| **● 경력사항(경력사항을 빠짐없이 회사, PJT(현장) 단위로 기재) (총 경력 년 개월)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **근무형태**  **(정규직/계약직)** | **회 사 명** | **근무기간**  **(○년 ○개월)** | **직 급** | **부서/공사명** | **담당업무 및 실적** | | *정규직* | *㈜○○* | *11.08~15.09*  *(4년1개월)* | *과장* | *동탄 ○BL 현장* | *현장 시공 및 공사관리* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **● 직무경험(상기 전 직장에서의 경험과 수행한 직무를 기간별로 구체적으로 기술)**   |  | | --- | | 글자 크기 9point/ 글자체 맑은고딕 으로 작성  ***(작성예시)***  ■ 회사명 : ㈜○○  1. 현장명 : ○○시 ○-○○블록 ○○현장  1) 발주처 :  2) 근무기간 : ○○○○년 ○월 ○일 ~ ○○○○년 ○월 ○일(○년 ○개월)  3) 담당업무 : 당 현장에서 담당했던 업무 내용을 상세히 기술  4) 공사규모 및 참여정도 : ○○○세대 / 기초~준공  5) 기 타 : 본인이 경력기술시 필요하다고 생각하는 내용 | | ※ 경력직 지원자에 한하여 작성 ※ 칸이 부족할 경우 다음 장에 이어서 작성 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **● 직무경험(상기 전 직장에서의 경험과 수행한 직무를 기간별로 구체적으로 기술)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 글자 크기 9point/ 글자체 맑은고딕 으로 작성  ***(작성예시)***  ■ 회사명 : ㈜○○  1. 현장명 : ○○시 ○-○○블록 ○○현장  1) 발주처 :  2) 근무기간 : ○○○○년 ○월 ○일 ~ ○○○○년 ○월 ○일(○년 ○개월)  3) 담당업무 : 당 현장에서 담당했던 업무 내용을 상세히 기술  4) 공사규모 및 참여정도 : ○○○세대 / 기초~준공  5) 기 타 : 본인이 경력기술시 필요하다고 생각하는 내용 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **자 기 소 개 서** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ※ 작성 시 유의사항  - 신입 / 경력 지원자 모두 작성  - 분량은 1 페이지 이내로 작성 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **● 성장과정** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 글자 크기 9point/ 글자체 맑은고딕으로 작성 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **● 성격의 장단점** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 글자 크기 9point/ 글자체 맑은고딕으로 작성 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **● 생활신조** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 글자 크기 9point/ 글자체 맑은고딕으로 작성 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **● 지원 동기 및 입사 후 포부** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 글자 크기 9point/ 글자체 맑은고딕으로 작성 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **위의 기재사항은 사실과 틀림이 없음을 확인합니다.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **년 월 일** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | **지원자 : 서명** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |