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| 编号：  **人力资源服务机构设立申请书**  申请单位： 根据营业执照填写  **江苏省人力资源和社会保障厅制**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **人力资源服务（按申办情况填写）机构设立申请表** | | | | | | | | 单位名称 | 根据营业执照填写 | | | 申请时间 | | 按申办日期填写 | | 申  请  业  务 | 按申办情况勾选  **人才中介：**  □人才供求信息的收集、整理、储存、发布和咨询服务  □人才信息网络服务  □人才推荐  □人才招聘  □人才培训  □人才测评  □法规、规章规定的其他有关业务  **职业中介：**  □为劳动者介绍用人单位  □为用人单位和居民家庭推荐劳动者  □开展职业指导、人力资源管理咨询服务  □收集和发布职业供求信息  □根据国家有关规定从事互联网职业信息服务  □组织职业招聘洽谈会  □经劳动保障行政部门核准的其他服务项目 | | | | | | | **机构基本情况** | | | | | | | | 单位性质 | | 如实填写 | 机构状态 | | □新开业 □兼营按实际情况勾选 | | | 证照注册号 | | 根据营业执照填写 | 注册资本 | | 根据营业执照填写 | | | 主管部门 | | 根据营业执照填写 | 单位地址 | | 根据营业执照填写 | | | 联 系 人 | | 如实填写 | 联系电话 | | 如实填写 | | | 电子信箱 | | 如实填写 | 邮政编码 | | 如实填写 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 办公用房  情 况 | | | | 按实际情况勾选  □自有 □租用 建筑面积：如实填写 平方米 | | | | | | | | | | | | | | | | | | 主要设备、  服务设施 | | | | 按实际情况如实填写 | | | | | | | | | | | | | | | | | | **法定代表人** | | | | | | | | | | | | | | | | | | | | | | 姓 名 | | 如实填写 | | | 性别 | | 男/女 | | | 学历 | | 如实填写 | | | 国籍 | | | | 如实写 | | | 身份证件类型 | | 如实填写 | | | 号码 | | 按身份证件填写 | | | | | | | | 电话 | | | | 如实填写 | | | **注册资本** | | | | | | | | | | | | | | | | | | | | | | 出资方名称 | | | | 出资方式 | | | | | 出资额 | | 出资比例 | | | | | | | 出资方性质 | | | | 如实填写 | | | | 如实填写 | | | | | 如实填写 | | 如实填写 | | | | | | | 如实填写 | | | |  | | | |  | | | | |  | |  | | | | | | |  | | | |  | | | |  | | | | |  | |  | | | | | | |  | | | | **工作人员** | | | | | | | | | | | | | | | | | | | | | | 总计人数 | | | 专职人员 | | | 兼职人员 | | | 本科及以上 | | | | | 大专 | | 大专以下 | | | | 党员 | | 如实填写 | | | 如实填写 | | | 如实填写 | | | 如实填写 | | | | | 如实填写 | | 如实填写 | | | | 是/否 | | **取得人力资源服务资格证人员（可附纸填写）** | | | | | | | | | | | | | | | | | | | | | | 姓名 | 性别 | | | 身份证号 | | | | 学历 | | | | | 政治面貌 | | | | 资格证号 | | | | | 李某某 | 男/女 | | | 按身份证件填写 | | | | 如实填写 | | | | | 如实填写 | | | | 按证件填写 | | | | | 张某某 | 男/女 | | | 按身份证件填写 | | | | 如实填写 | | | | | 如实填写 | | | | 按证件填写 | | | | |  |  | | |  | | | |  | | | | |  | | | |  | | | | |  |  | | |  | | | |  | | | | |  | | | |  | | | | |  |  | | |  | | | |  | | | | |  | | | |  | | | | |  |  | | |  | | | |  | | | | |  | | | |  | | | | |  |  | | |  | | | |  | | | | |  | | | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **业务准备情况** | | | | | | | | | | | | | 开展人才培训业务准备情况：如有涉及该业务则如实填写，其他不填 | | | | | | | | | | | | | 培训项目和课程 | | | 如有涉及该业务则如实填写，其他不填 | | | | | | | | | | 培训场地 | | | 如有涉及该业务则如实填写，其他不填 | | | | | | | | | | 培训大纲和教材 | | | 如有涉及该业务则如实填写，其他不填 | | | | | | | | | | 师资情况 | 姓名 | | 学历 | | 专业 | | | | 从业经历 | | | |  | |  | |  | | | |  | | | |  | |  | |  | | | |  | | | |  | |  | |  | | | |  | | | |  | |  | |  | | | |  | | | | **开展人才测评业务准备情况** | | | | | | | | | | | | | 测评软件名称 | | 如有涉及该业务则如实填写，其他不填 | | | | | | | | | | | 测评设备 | | 名称 | | | | | 型号 | | | | 数量 | |  | | | | |  | | | |  | | 测评人员 | | 姓名 | | 学历 | | 专业 | | 从业经历 | | | | |  | |  | |  | |  | | | | |  | |  | |  | |  | | | | |  | |  | |  | |  | | | | | **开展人才信息网络中介服务准备情况** | | | | | | | | | | | | | 增值电信业务经营许可证号 | | | | | | 如有涉及该业务则如实填写，其他不填 | | | | | | | 网络服务设备 | | 名称 | | | | 型号 | | | | 数量 | | |  | | | |  | | | |  | | |  | | | |  | | | |  | | |  | | | |  | | | |  | | | 专职网络信息工程技术人员 | | 姓名 | | 学历 | | 专业 | | 从业经历 | | | | |  | |  | |  | |  | | | | |  | |  | |  | |  | | | | |  | |  | |  | |  | | | | |  | |  | |  | |  | | | |  |  |  | | --- | --- | | 申请  提交  材料  目录 | 按实际情况如实填写 | | 单  位  意  见 | 按实际情况如实填写  单位公章：  年 月 日 | | 本单位根据《就业促进法》、《人才市场管理规定》、《就业服务与就业管理规定》、《江苏省人才流动管理暂行条例》、《江苏省劳动力市场管理条例》、《江苏省人才流动管理暂行条例实施细则》、《江苏省实施〈中华人民共和国就业促进法〉办法》、《中外合资人才中介机构管理暂行规定》、《关于〈中外合资人才中介机构管理暂行规定〉的补充规定》、《中外合资中外合作职业介绍机构设立管理暂行规定》和《关于允许香港澳门服务提供者在内地设立独资职业介绍机构的通知》的有关规定设立，提交申请材料真实有效。谨此对真实性承担责任。  法定代表人签字： 申请单位盖章：  年 月 日 | | | 审批  部门  意见 | 不填  负责人（签字）： 单位公章：    年 月 日 |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 核发人力  资源服务  许 可 证 | | 正本编号 | | 不填 | | 副本编号 | 不填 | | 领  证 | 签字 | 不填 | | | | | 电话 | 不填 | | | | | 日期 | 不填 | | | | | 备  案  项  目 | 开户银行 | | | 不填 | | | | | 银行帐号 | | | 不填 | | | | | 机构用章  年 月 日 | | | | 机构财务用章  年 月 日 | | |   **填表说明：**  1、本表一式三份，登记单位（个人）执一份，发证机关执二份。  2、个人开办人力资源服务机构。“单位意见”一栏由登记人户口所在地公安派出所填写。  3、本表中“单位名称”是指由发证机关按照规范人力资源服务机构名称的要求所确立的名称，由发证机关负责填写。  4、登记单位（个人）领取《人力资源服务许可证》后30日内，须持有关资料到发证机关进行备案。  5、此表请从江苏省人力资源社会保障网上下载，表格必需正反打印，涂改无效。凡以数字标明的地方，一律使用阿拉伯数字。 |

人力资源服务机构(职业介绍)分立登记表

填表日期： 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 总公司名称 | 根据营业执照填写 | | | 负责人 | 根据营业执照填写 |
| 总公司地址 | 根据营业执照填写 | | | 电 话 | 如实填写 |
| 总公司人力资源服务许可证编号 | 根据总公司许可证信息填写 | | | 有效期 | 根据总公司许可证信息填写 |
| 分支机构名称 | 根据营业执照填写 | | | 负责人 | 如实填写 |
| 分支机构地址 | 根据营业执照填写 | | | 电 话 | 如实填写 |
| 分支机构性质 | 如实填写 | | | 邮 编 | 如实填写 |
| 工作人员人数 | 如实填写 | | | 有经纪资格 人 数 | 如实填写 |
| 场地面积 | 如实填写 | 开办资金 | 如实填写 | 办公设备 | 如实填写 |
| 总公司所在地人力资源和社会保障部门  意 见 | 年 月 日 | | | | |
| 分支机构所在地人力资源和社会保障部门审核意见 | 经办人： 负责人：  年 月 日 | | | | |
| 备注 | 1、填报该表需附分机构场地、资金证明；  2、材料齐全后，劳动保障部门需现场查看。 | | | | |