职工花名册

用人单位（签章）：

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| 姓 名 | 性别 | 文化程度 | 身份证号 | 录用时间 | 劳动合同期限 | 常住地址 |
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注：本名册一式三份，由用人单位填写，用人单位、就业和社会保险机构各一份。