附件2

社会组织职业技能等级认定备案表

申请单位：

联 系 人：

联系电话：

西安市人力资源和社会保障局制

社会组织基本情况表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **一、基本信息** | | | | | | | |
| 名 称 | |  | | | | | |
| 地 址 | |  | | | | | |
| 注册登记机构 | |  | | | | | |
| 统一社会信用代码 | |  | | | | | |
| 注册资金 | |  | | | | | |
| 机构性质 | | 企业□ 民办非企业单位□ 行业协会□ 院校□ | | | | | |
| 法定代表人 | |  | | 联系电话 | |  | |
| 职业技能等级  评价业务工作  负责人 | |  | | 联系电话 | |  | |
| **二、拟开展职业技能等级评价的职业（工种）情况** | | | | | | | |
| 序号 | 职业编码 | 职业名称 | 工种名称 | | 拟开展等级 | | 试题情况 |
| 1 |  |  |  | |  | | □有□无 |
| 2 |  |  |  | |  | | □有□无 |
| 3 |  |  |  | |  | | □有□无 |
| 4 |  |  |  | |  | | □有□无 |
| 7 |  |  |  | |  | | □有□无 |
| … |  |  |  | |  | | □有□无 |
| **三、组织优势、专业优势（含参与国家职业技能标准、教学大纲、教材等编制）等情况** | | | | | | | |
|  | | | | | | | |
| **四、诚信承诺** | | | | | | | |
| 本单位承诺备案材料真实有效，如有虚假，自愿退出备案。  法定代表人（签字） ：  单位名称（公章）： | | | | | | | |

注：请申请单位在单位名称处加盖本单位公章；本表可增行或续页。

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| **评价机构设置情况** | | | | | | | | | | | | | | |
| （一）工作人员情况 | | | | | | | | | | | | | | |
| **序号** | **姓名** | | | **性别** | **身份**  **证号** | **学历** | | **职称或职业 资格** | | | | **专业**  **工龄** | | **主要工作**  **职责** |
| **1** |  | | |  |  |  | |  | | | |  | |  |
| **2** |  | | |  |  |  | |  | | | |  | |  |
| **3** |  | | |  |  |  | |  | | | |  | |  |
| **4** |  | | |  |  |  | |  | | | |  | |  |
| **…** |  | | |  |  |  | |  | | | |  | |  |
| （二）考评人员情况 | | | | | | | | | | | | | | |
| **序号** | **姓名** | | | **性别** | **身份**  **证号** | **学历** | | **职称或职业 资格** | | | | **专业**  **工龄** | | **考评职业**  **领域** |
| **1** |  | | |  |  |  | |  | | | |  | |  |
| **2** |  | | |  |  |  | |  | | | |  | |  |
| **3** |  | | |  |  |  | |  | | | |  | |  |
| **4** |  | | |  |  |  | |  | | | |  | |  |
| **5** |  | | |  |  |  | |  | | | |  | |  |
| **6** |  | | |  |  |  | |  | | | |  | |  |
| **…** |  | | |  |  |  | |  | | | |  | |  |
| **场地情况** | | | | | | | | | | | | | | |
| （一）办公场所情况 | | | | | | | | | | | | | | |
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| （二）试卷档案场所情况 | | | | | | | | | | | | | | |
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| （三）考核评价场所情况 | | | | | | | | | | | | | | |
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| **设施设备等情况** | | | | | | | | | | | | | | |
| （一）办公设施设备情况 | | | | | | | | | | | | | | |
| 序号 | | | 名称 | 品牌 | | | 规格/型号 | | 数量 | | 所有权归属 | | | |
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| 2 | | |  |  | | |  | |  | |  | | | |
| 3 | | |  |  | | |  | |  | |  | | | |
| 4 | | |  |  | | |  | |  | |  | | | |
| 5 | | |  |  | | |  | |  | |  | | | |
| 6 | | |  |  | | |  | |  | |  | | | |
| 7 | | |  |  | | |  | |  | |  | | | |
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| （二）评价设施设备情况 | | | | | | | | | | | | | | |
| 序号 | | | 名称 | 品牌 | | | 规格/型号 | | 数量 | | 所有权归属 | | | |
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| 8 | | |  |  | | |  | |  | |  | | | |
| …… | | |  |  | | |  | |  | |  | | | |
| （三）计算机及视频监控设备配置情况 | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **管理运行制度情况** | | | | | | | | | | | | | | |
| 序号 | | 制度名称 | | | | | | | | | | | | |
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| 3 | |  | | | | | | | | | | | | |
| 4 | |  | | | | | | | | | | | | |
| 5 | |  | | | | | | | | | | | | |
| …… | |  | | | | | | | | | | | | |
| **题库建设情况** | | | | | | | | | | | | | | |
| 序号 | | 职业（工种） | | 等级 | | | 理论试  题数量 | | | 实操试  题数量 | | | 综合评审试题数量 | |
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