**附件2**

**岗位信息收集表**

**Post Information Collection Form**

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| **实习企业基本信息****Basic information of the enterprise** |
| 公司名称Name |  | 通讯地址Address |  |
| 联系人Contacts |  | 部门及职务Department& Job title |  |
| 手机Cell phone number |  | 邮箱E-mail |  |
| 企业官网Official web page |  | 招聘人数Number of recruits |  |
| 公司简介（500字内）Introduction of the enterprise |  |
| **实习岗位信息****Information of internship** |
| 实习岗位名称Name of internship post |  | 实习部门Department |  |
| 实习地址Address |  | 工作语言Language |  |
| 实习生主管Industry mentor |  | 职务Job title |  |
| 电话Phone number |  | 邮箱E-mail |  |
| 岗位职责Job description |  |
| 录用标准EmploymentCriteria |  |
| 除个人简历外，申请本岗位额外需提交的材料Except for the resume,additional materials need to be submitted to apply for internship |  |
| 本实习岗位是否有机会转正？Whether interns have the opportunity to become regular employees |  |
| 是否接受远程实习？Is remote internship acceptable? |  |
| 实习津贴（税前）Internship allowance (before tax) |   |
| 是否需要体检Whether medical checkup is needed |  |
| 工作餐on-job meals |  |
| 住宿accommodation |  |