**附件2**

**岗位信息收集表**

**Post Information Collection Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **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  Employment  Criteria |  | | |
| 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 |  | | |