附件

**嘉兴市专业技术人员专业科目培训**

**申 请 表**

申报单位（盖章）

填 报 时 间

嘉兴市人力资源和社会保障局制

**填 表 说 明**

1.管理制度健全的请分别在相关制度后面“√”，同时提供相关管理制度的佐证材料；

2.培训经验丰富的请分别在相关培训后面“√”，同时提供相关培训的佐证材料；

3.申请培训的专业包括化工、轻纺、环保、安全、技术监督、水利、机械、农机、水产、交通、电子、广电、能源、土管、经济、社工，请根据培训业务范围、师资队伍专业水平和工作人员管理服务能力，慎重选择培训专业，同时提供培训专业对应授课教师的学历学位证书和职称证书，并注明是专职或兼职。

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| **单位名称** | |  | | | | | | | | | | | | | | | | | | | |
| **单位地址** | |  | | | | | | | | | | | | | | | | | | | |
| **负责人** | |  | | | | | | | | | **职务** |  | | | | **电话** | | |  | | |
| **联系人** | |  | | | | | | | | | **职务** |  | | | | **电话** | | |  | | |
| **管理**  **制度** | **教学管理制度** | | | |  | | | | **学员管理制度** | | |  | | | **后勤制度** | | | | |  | |
| **财务制度** | | |  | | **效果制度** | | | |  | | **学时制度** | |  | | | | **登记管理制度** | | |  |
| **培训**  **经验** | **开展过专业科目培训** | | | | | |  | | | | | **实施过高研班项目** | | | | | |  | | | |
| **人 员 情 况** | **现有人数(人)** | | | | | | | | | | | | | | | | | | | | |
| **专职人员** | | **管理人员** | | | |  | | | | | **兼职人员** | **副高职称** | | | | | | | |  |
| **专职教师** | | | |  | | | | | **正高职称** | | | | | | | |  |
| **高级职称** | | | |  | | | | | **博士（副高以下职称）** | | | | | | | |  |
| **管理人员情况** | **姓 名** | | | | | | | **职 务** | | | | **分 管 工 作** | | | | | **联 系 电 话** | | | | |
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| **拟申请培训的专业** |  | | | | | | | | | | | | | | | | | | | | |
| **申**  **报**  **单**  **位**  **意**  **见** | **负责人签字： （公章）**  **年 月 日** | | | | | | | | | | | | | | | | | | | | |
| **市人力社保局审核意见** | **（公章）**  **年 月 日** | | | | | | | | | | | | | | | | | | | | |