*Mẫu 2C - BNV/2008 ban hành kèm theo Quyết định số 02/2008/QĐ-BNV*

*ngày 06/10/2008 của Bộ trưởng Bộ Nội vụ*

C¬ quan, ®¬n vÞ cã thÈm quyÒn qu¶n lý CBCC ............................... Sè hiÖu c¸n bé, c«ng chøc: .....................

C¬ quan, ®¬n vÞ sö dông CBCC ..........................................................................................................................................

**S¬ yÕu Lý lÞch c¸n bé, c«ng chøc**

¶nh mµu

(4 X 6 cm)

1) Hä vµ tªn khai sinh (viÕt ch÷ in hoa): ………………………....

2) Tªn gäi kh¸c:...............................................................................................

3) Sinh ngµy: ............... th¸ng ................ n¨m.................. , Giíi tÝnh (nam, n÷): ........................................

4) N¬i sinh: X· ............................................, HuyÖn............................................., TØnh ................................................................

5) Quª qu¸n: X· ....................................................., HuyÖn ............................................, TØnh ..........................................................

6) D©n téc: ............................................., 7) T«n gi¸o: .................................................

8) N¬i ®¨ng ký hé khÈu th­êng tró: .. .........................................................................................................................................

 (Sè nhµ, ®­êng phè, thành phè; xãm, th«n, x·, huyÖn, tØnh)

9) N¬i ë hiÖn nay: ... ..........................................................................................................................................

 (Sè nhµ, ®­êng phè, thµnh phè; xãm, th«n, x·, huyÖn, tØnh)

10) NghÒ nghiÖp khi ®­îc tuyÓn dông: ..........................................................................

11) Ngµy tuyÓn dông: ........./........./.........., C¬ quan tuyÓn dông: ...................................

12) Chøc vô (chøc danh) hiÖn t¹i: Ngµy th¸ng n¨m bæ nhiÖm:

 (VÒ chÝnh quyÒn hoÆc §¶ng, ®oµn thÓ, kÓ c¶ chøc vô kiªm nhiÖm)

13) C«ng viÖc chÝnh ®­îc giao:

14) Ng¹ch c«ng chøc (viªn chøc):...................................Ngµy th¸ng n¨m bæ nhiÖm ng¹ch:..................................................., M· ng¹ch: ........................................

BËc l­¬ng: ........, HÖ sè: .........., Ngµy h­ëng: ........./........./......, Phô cÊp chøc vô: ........, Phô cÊp kh¸c: ............................

15.1-Tr×nh ®é gi¸o dôc phæ th«ng (®· tèt nghiÖp líp mÊy/thuéc hÖ nµo): ................................................................................

15.2-Tr×nh ®é chuyªn m«n cao nhÊt:................................................................................

 (TSKH, TS, Ths, cö nh©n , kü s­, cao ®¼ng, trung cÊp, s¬ cÊp; chuyªn ngµnh )

15.3-Lý luËn chÝnh trÞ: .................................................... .....................15.4-Qu¶n lý nhµ n­íc:................................................................................................................

 (Cao cÊp, trung cÊp, s¬ cÊp vµ t­¬ng ®­¬ng) (Chuyªn viªn cao cÊp, chuyªn viªn chÝnh, chuyªn viªn, c¸n sù, .......)

15.5-Ngo¹i ng÷:.............................................. 15.6-Tin häc: ............................/................

 (Tªn ngo¹i ng÷ + Tr×nh ®é A, B, C, D,... ) (Tr×nh ®é A, B, C,...)

16) Ngµy vµo §¶ng Céng s¶n ViÖt nam:............/............./............, Ngµy chÝnh thøc:................/............../...............

17) Ngµy tham gia tæ chøc chÝnh trÞ-x· héi: ...................................................................

 (Ngµy tham gia tæ chøc: §oµn, Héi, .... vµ lµm viÖc g× trong tæ chøc ®ã)

18) Ngµy nhËp ngò:........../........./........, Ngµy xuÊt ngò:........../........../........., Qu©n hµm cao nhÊt:.........................

19) Danh hiÖu ®­îc phong tÆng cao nhÊt:.........................................................................

 (Anh hïng lao ®éng, anh hïng lùc l­îng vò trang; nhµ gi¸o, thµy thuèc, nghÖ sÜ nh©n d©n vµ ­u tó,....)

20) Së tr­êng c«ng t¸c: .....................................................................................................

21) Khen th­ëng: ......................................................, 22) Kû luËt: ................................

 (H×nh thøc cao nhÊt, n¨m nµo) (vÒ ®¶ng, chÝnh quyÒn, ®oµn thÓ h×nh thøc cao nhÊt, n¨m nµo)

23) T×nh tr¹ng søc kháe: ...................., ChiÒu cao:............. , C©n nÆng: ...............kg, Nhãm m¸u: ...................

24) Lµ th­¬ng binh h¹ng: ............/............. , Lµ con gia ®×nh chÝnh s¸ch: ................................

 (Con th­¬ng binh, con liÖt sÜ, ng­êi nhiÔm chÊt ®éc da cam Dioxin)

25) Sè chøng minh nh©n d©n: .................. Ngµy cÊp: ........./........./......... 26) Sè sæ BHXH: ...................................

27) §µo t¹o, båi d­ìng vÒ chuyªn m«n, nghiÖp vô, lý luËn chÝnh trÞ, ngo¹i ng÷, tin häc

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| --- | --- | --- | --- | --- |
|   Tªn tr­êng |  Chuyªn ngµnh ®µo t¹o, båi d­ìng  |  Từ tháng, năm-Đến tháng, năm | H×nh thøc®µo t¹o |  V¨n b»ng,chøng chØ, tr×nh ®é g×  |
| ................................................................................................................................................................................................ | ................................................................................................................................................................................................................................... | ..../............-…......../........../............-........./............/.......-......../........ | ................................................................................ | ........................................................................................................................... |

*Ghi chó:* H×nh thøc ®µo t¹o: ChÝnh qui, t¹i chøc, chuyªn tu, båi d­ìng .../ V¨n b»ng: TSKH, TS, Ths, Cö nh©n, Kü s­ ....

28) Tãm t¾t Qu¸ tr×nh c«ng t¸c

|  |  |
| --- | --- |
|  Tõ th¸ng, n¨m ®Õn th¸ng, n¨m | Chøc danh, chøc vô, ®¬n vÞ c«ng t¸c (®¶ng, chÝnh quyÒn, ®oµn thÓ, tæ chøc x· héi), kÓ c¶ thêi gian ®­îc ®µo t¹o, båi d­ìng vÒ chuyªn m«n, nghiÖp vô, ...  |
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29) §Æc ®iÓm lÞch sö b¶n th©n:

- Khai râ: bÞ b¾t, bÞ tï (tõ ngµy th¸ng n¨m nµo ®Õn ngµy th¸ng n¨m nµo, ë ®©u), ®· khai b¸o cho ai, nh÷ng vÊn ®Ò g× ? B¶n th©n cã lµm viÖc trong chÕ ®é cò (c¬ quan, ®¬n vÞ nµo, ®Þa ®iÓm, chøc danh, chøc vô, thêi gian lµm viÖc ...)

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- Tham gia hoÆc cã quan hÖ víi c¸c tæ chøc chÝnh trÞ, kinh tÕ, x· héi nµo ë n­íc ngoµi (lµm g×, tæ chøc nµo, ®Æt trô së ë ®©u ... ?) : ....

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- Cã th©n nh©n (Cha, MÑ, Vî, Chång, con, anh chÞ em ruét) ë n­íc ngoµi (lµm g×, ®Þa chØ ... ) ? ...........................................................................................................................

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30) QUAN HÖ GIA §×NH

**a) VÒ b¶n th©n: Cha, MÑ, Vî** (hoÆc chång)**, c¸c con, anh chÞ em ruét**

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| --- | --- | --- | --- |
| Mèi quanhÖ |  Hä vµ tªn  | N¨m sinh | Quª qu¸n, nghÒ nghiÖp, chøc danh, chøc vô, ®¬n vÞ c«ng t¸c, häc tËp, n¬i ë (trong, ngoµi n­íc); thµnh viªn c¸c tæ chøc chÝnh trÞ-x· héi ... ?  |
| ................ ................ ................ ................   | ................................................................................................................................................................................................................................................................................................... | ............................................................ | ..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |

**b) VÒ bªn vî (**hoÆc chång**): Cha, MÑ, anh chÞ em ruét**

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| --- | --- | --- | --- |
| Mèi quanhÖ |  Hä vµ tªn  | N¨m sinh | Quª qu¸n, nghÒ nghiÖp, chøc danh, chøc vô, ®¬n vÞ c«ng t¸c, häc tËp, n¬i ë (trong, ngoµi n­íc); thµnh viªn c¸c tæ chøc chÝnh trÞ-x· héi ... ? |
| ................................................ | ...........................................................................................................................................................................................................................  | ............................................. | ..................................................................................................................................................................................................................................................................................................................................................................................................................................... |

31) DiÔn biÕn qu¸ tr×nh l­¬ng cña c¸n bé, c«ng chøc

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Th¸ng/n¨m |  |  |  |  |  |  |  |  |  |
| M· ng¹ch/bËc |  |  |  |  |  |  |  |  |  |
| HÖ sè l­¬ng |  |  |  |  |  |  |  |  |  |

32) NhËn xÐt, ®¸nh gi¸ cña c¬ quan, ®¬n vÞ qu¶n lý vµ sö dông c¸n bé, c«ng chøc

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............................................................................................................................................. *............., Ngµy ...... th¸ng........ n¨m 20........*

 **Ng­êi khai**

T«i xin cam ®oan nh÷ng lêi khai trªn ®©y lµ ®óng sù thËt

(*Ký tªn, ghi râ hä tªn*) **Thñ tr­ëng c¬ quan, ®¬n vÞ qu¶n lý vµ sö dông CBCC**

 (*Ký tªn, ®ãng dÊu*)