**用工用才需求调查表**

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| **单位名称** |  |
| **单位地址** |  |
| **现有职工总数** |  | **已办理用工备案人数** |  |
| **联系人** |  | **联系电话** |  |
| **招才需求** | **学历** | **专业** | **意向院校** | **需求人数** |
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| **缺工情况** | **技工工种** | **人数** | **普工工种** | **人数** |
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**填表日期： 年 月 日**