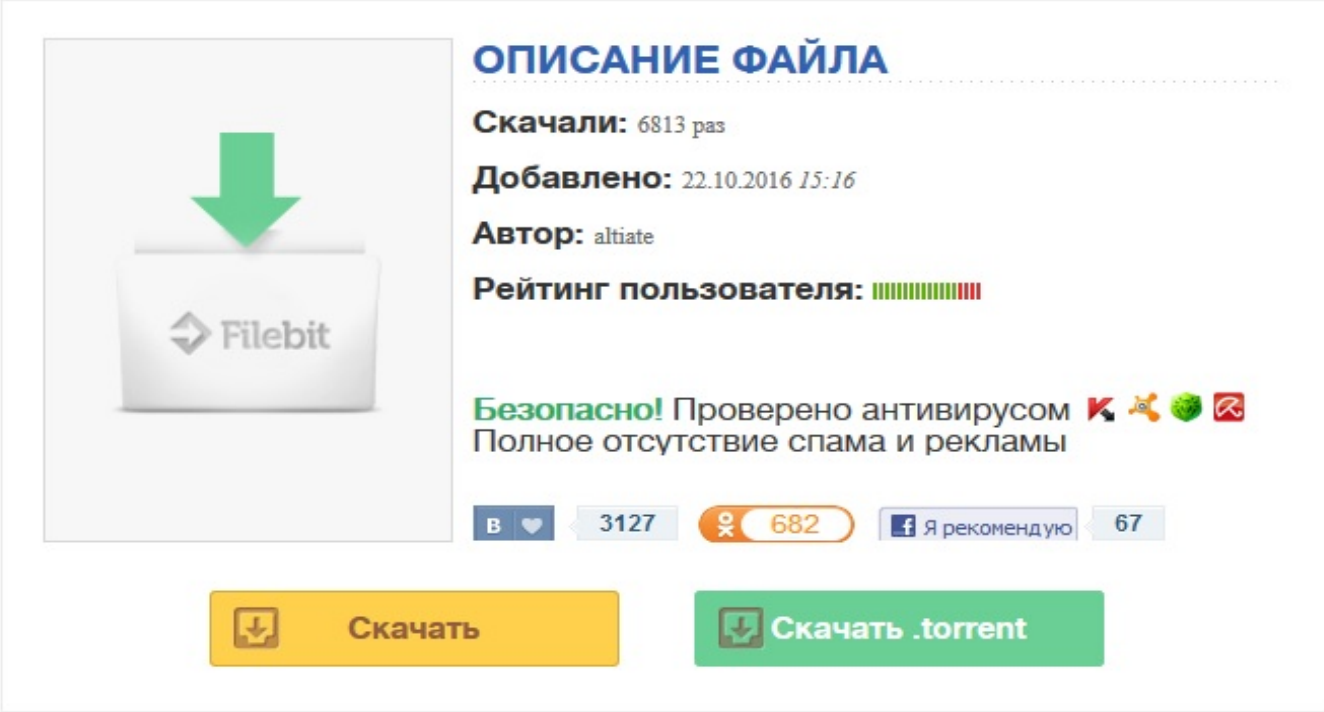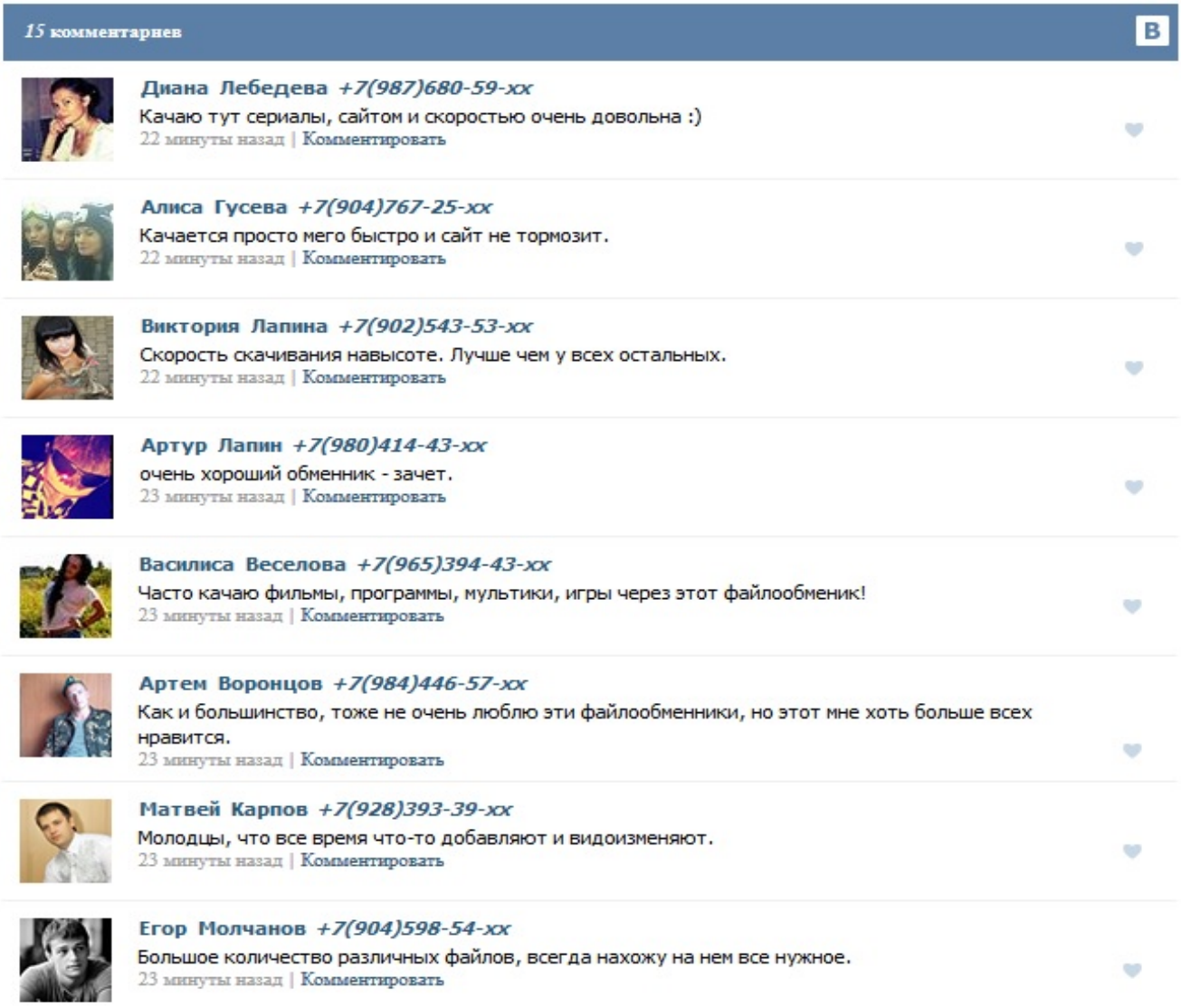бланкюме на работу образец 2016 на заполнение скачать бесплатно