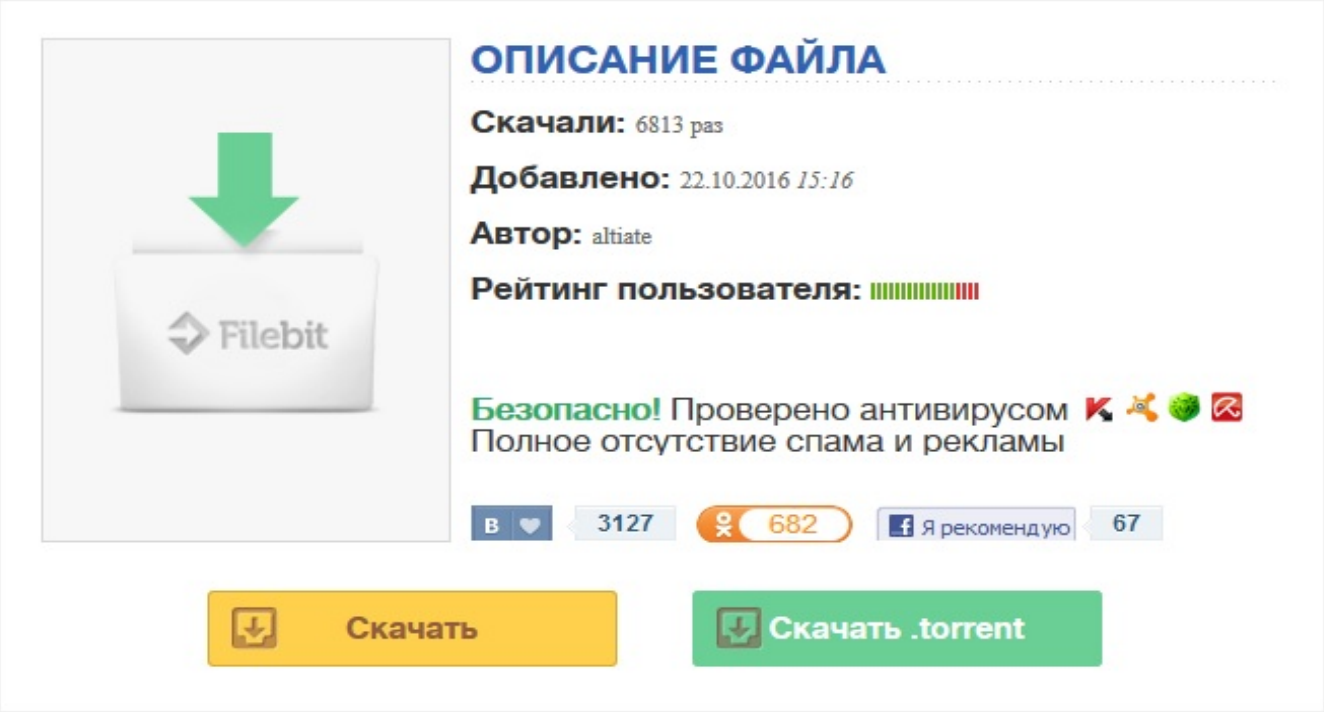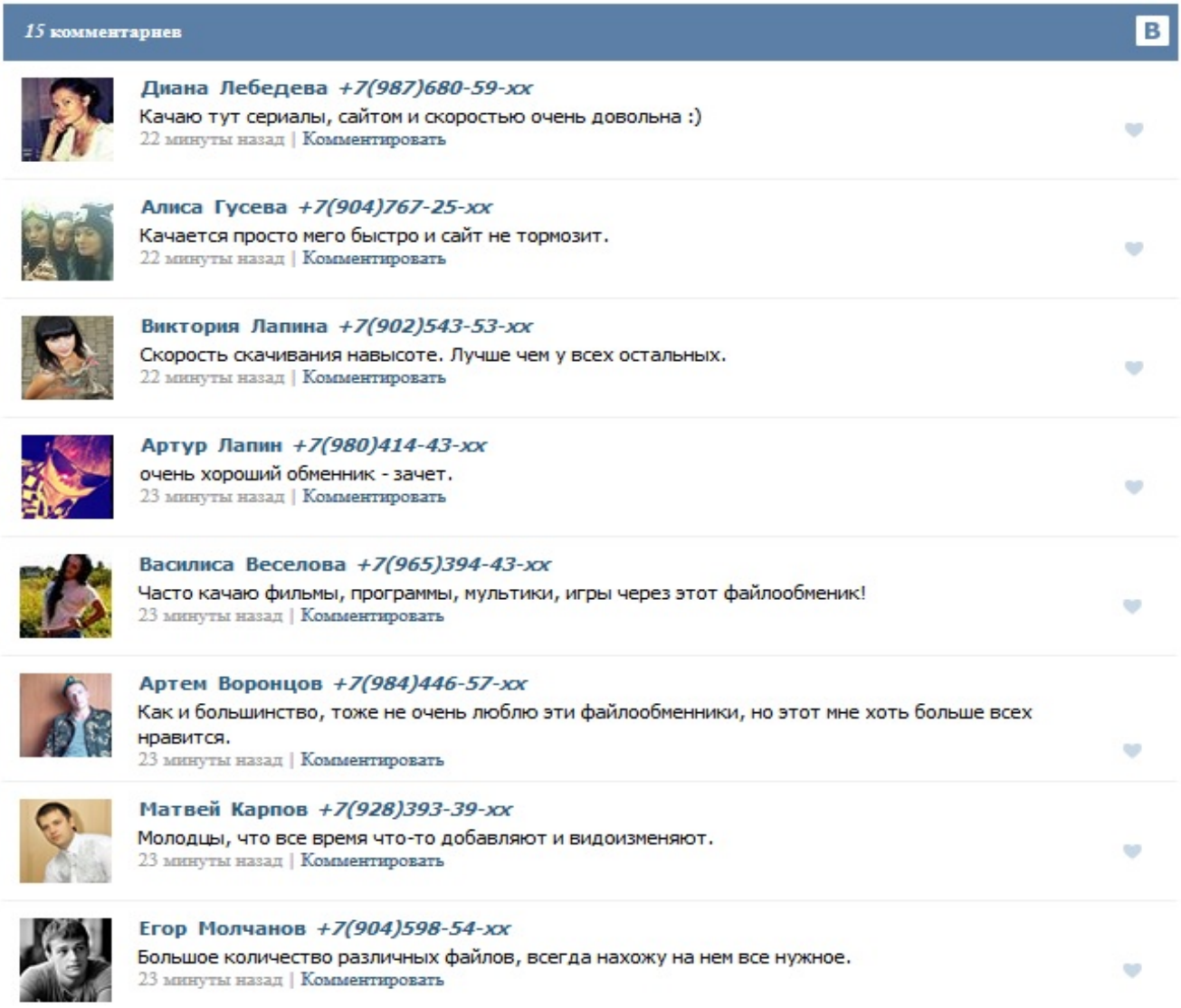справка для центра занятости москва бланк