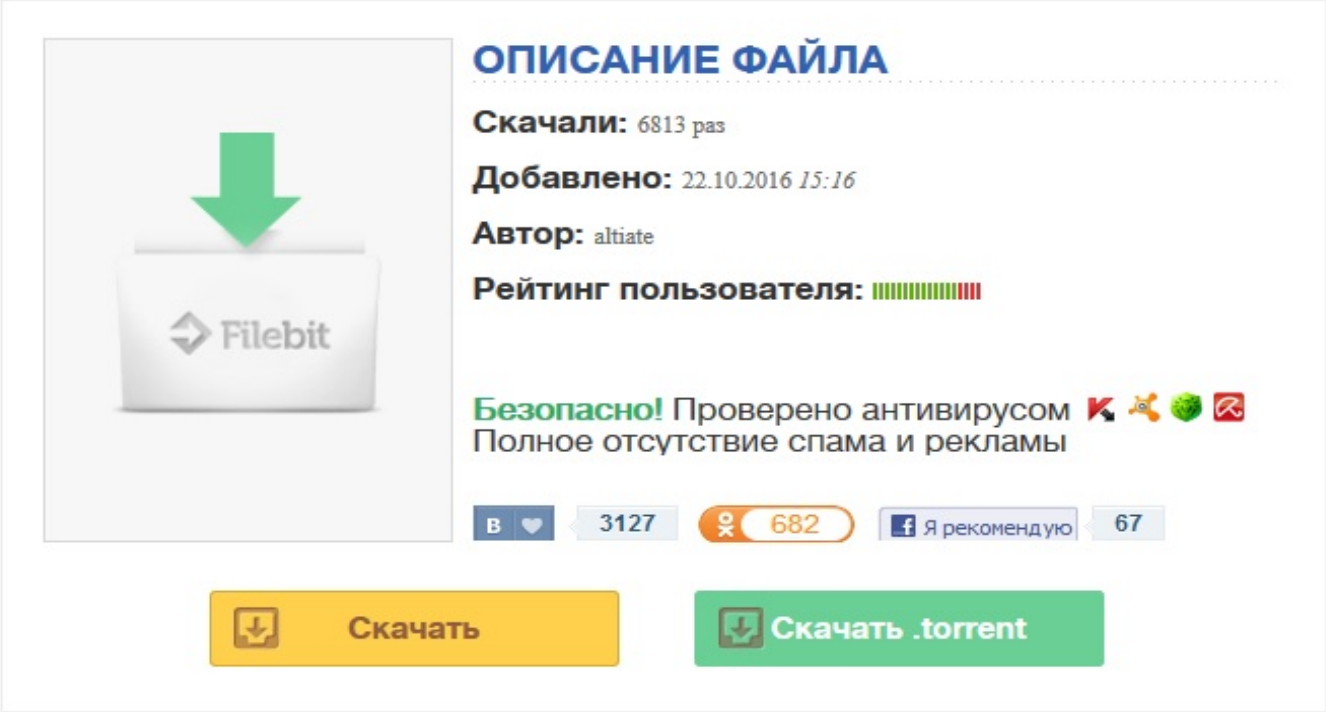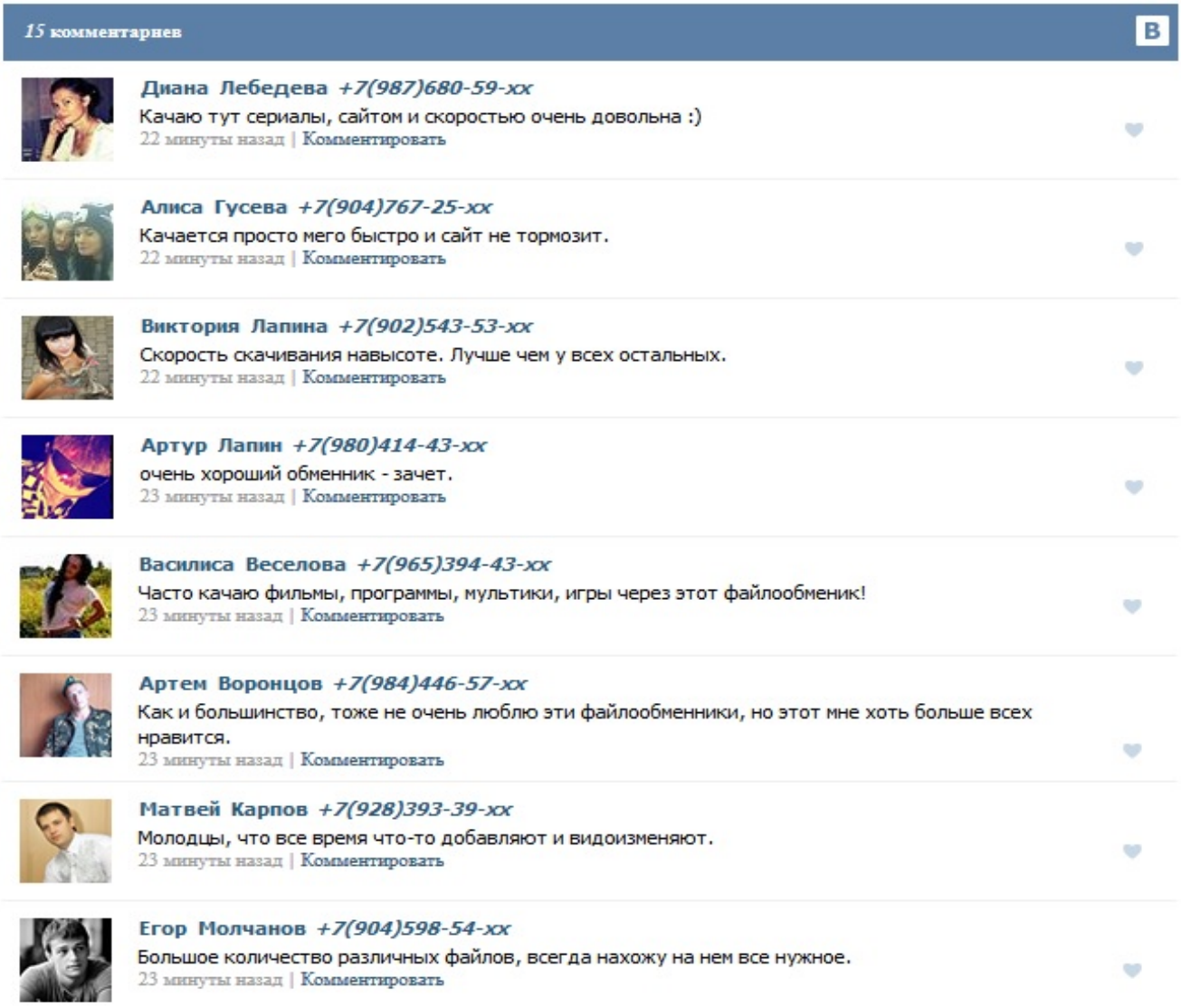индивидуальный план по трудоустройству бланк