****

Fotografía reciente

**SOLICITUD DE EMPLEO**

**CONFIDENCIAL**

**FO-ABA-RH-03**

**Rev. 00**

Sea tan amable de llenar esta solicitud con letra de molde.

NOTA: Toda información aquí proporcionada será confidencial

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| Fecha: |  |

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| Puesto solicitado: |  | Sueldo deseado: |  |

1. **DATOS PERSONALES**

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| Nombre: | |  | | | | | | | | | | | | | | | | | Sexo: | |  | | |
| Edad: | | | | |  | | | | | | | | | | Estado Civil: | |  | | | | | | |
| Domicilio: | | | | |  | | | | | | | | | | Número: | |  | | | | | | |
| Colonia: | | | | |  | | | | | | | | | | | | | | | | | | |
| Delegación o Municipio: | | | | | |  | | | | | Ciudad o Estado: | | | | |  | | C.P. | |  | | | |
| Tel: |  | | | | | | | Celular: | |  | | | | Correo electrónico: | | | | | |  | | | |
| Lugar y fecha de nacimiento | | | | | | | | |  | | | | | | | | | | | | | | |
| Nacionalidad | | |  | | | | | | | RFC: | | |  | | | | | | | CURP: | | |  |
| No. IMSS | | |  | | | | | | | Pasaporte: | |  | | | | | | | Visa: | | |  | |
| ¿Cómo se enteró de la vacante? | | | | | | | | | |  | | | | | | | | | | | | | |
| Áreas de interés: | | | |  | | | | | | | | | | | | | | | | | | | |
| Objetivo de vida: | | | | | | |  | | | | | | | | | | | | | | | | |

1. **ESCOLARIDAD**

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| Nivel Académico | | | | | | | | | | | Periodo (Años) | | | | Documento Obtenido | | No. de Cédula Profesional | | |
| Último grado de estudios (título): | | |  | | | | | | | |  | | | |  | |  | | |
| Institución Educativa: | | |  | | | | | | | |  | | | |  | |  | | |
| Penúltimo grado de estudios: | | |  | | | | | | | |  | | | |  | |  | | |
| Institución Educativa: | | |  | | | | | | | |  | | | |  | |  | | |
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| Otros cursos/especializaciones | | | | | | | | | | | Institución | | | | Periodo | | | Documento Obtenido | |
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| Idiomas: (Indique porcentajes) | | | | | | | | | | | | Equipo y Software que maneja: | | | | | | | |
| Hablado: | | | | Escrito: | | | | | | | |  | | | | | | | |
| Habilidades/conocimientos: | | | | | | | | | | | | | | | | | | | |
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| ¿Estudia actualmente? | | Sí |  | |  | No | |  |  | Especifique | | | |  | | | | | |
| Horario: |  | | | | | |  | | | | | | Carrera | | | Escuela | | | Semestre |
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### HISTORIA LABORAL

### Favor de anotar sus últimos empleos empezando por el actual o más reciente:

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| Nombre de la empresa: | | | | |  | | | | | | | | Giro: | | |  |
| Calle y No.: | | | | | | | | | | | | | | | | |
| Colonia: | | | |  | | | | Ciudad: | | | Teléfono: | | |  | | |
| Ingreso |  | | | | Sueldo inicial | |  | | Puesto |  | | | | | | |
| Egreso: |  | | | | Sueldo final | |  | | Puesto |  | | | | | | |
| Funciones desempeñadas: | | | | | | | | | | | | | | | | |
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| Principales logros: | |  | | | | | | | | | | | | | | |
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| Nombre del jefe inmediato: | | | | | |  | | | | | | Tel. | | |  | |
| Motivo de separación: | | |  | | | | | | | | | | | | | |
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| Nombre de la empresa: | | | | |  | | | | | | | | Giro: | | |  |
| Calle y No.: | | | | | | | | | | | | | | | | |
| Colonia: | | | |  | | | | Ciudad: | | | Teléfono: | | |  | | |
| Ingreso |  | | | | Sueldo inicial | |  | | Puesto |  | | | | | | |
| Egreso: |  | | | | Sueldo final | |  | | Puesto |  | | | | | | |
| Funciones desempeñadas: | | | | | | | | | | | | | | | | |
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| Principales logros: | |  | | | | | | | | | | | | | | |
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| Nombre del jefe inmediato: | | | | | |  | | | | | | Tel. | | |  | |
| Motivo de separación: | | |  | | | | | | | | | | | | | |
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| Nombre de la empresa: | | | | |  | | | | | | | | Giro: | | |  |
| Calle y No.: | | | | | | | | | | | | | | | | |
| Colonia: | | | |  | | | | Ciudad: | | | Teléfono: | | |  | | |
| Ingreso |  | | | | Sueldo inicial | |  | | Puesto |  | | | | | | |
| Egreso: |  | | | | Sueldo final | |  | | Puesto |  | | | | | | |
| Funciones desempeñadas: | | | | | | | | | | | | | | | | |
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| Principales logros: | |  | | | | | | | | | | | | | | |
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| Nombre del jefe inmediato: | | | | | |  | | | | | | Tel. | | |  | |
| Motivo de separación: | | |  | | | | | | | | | | | | | |
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### REFERENCIAS (2 familiares y 2 no familiares)

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| Nombre | Parentesco o motivo de la relación | Tiempo de conocerlo | Teléfono |
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**PARA USO EXCLUSIVO DEL GERENTE TÉCNICO:**

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| Comentarios: |
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| Comentarios del área: |
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| Manifiesto que los datos registrados en esta solicitud son reales y autorizo a **AGENCIA ADUANAL ABUIN ALMEIDA Y ASOCIADOS S.C**. para que realice la verificación de los mismos. Además, quedo en el entendido de que la presente solicitud no implica ningún compromiso para contratarme. |  |  |  |
|  | Firma del solicitante |  |