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| **ACTUALIZACIÓN DE DATOS PERSONALES** **FO-ABA-RH-15** **REV. 00**

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| NOMBRE DEL PUESTO: |  | ÁREA: |  |
| JEFE INMEDIATO (PUESTO): |  |
| No. EMPLEADO | FECHA INGRESO | TIPO DE CONTRATO | TIPO DE SANGRE |  FEMENINO MASCULINO

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**DATOS PERSONALES**

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|  |  |
| APELLIDO PATERNO | APELLIDO MATERNO |
|  |
| NOMBRE (S) |

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| EDAD | FECHA DE NACIMIENTO (DD/MM/AA) | LUGAR DE NACIMIENTO | NACIONALIDAD |

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| ESTADO CIVIL:  |

**DATOS FAMILIARES**

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| MADRE |  | PADRE |  | HERMANO |  | HIJO (A) |  | EPOSO(A) |  |

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| PRIMER APELLIDO | SEGUNDO APELLIDO |
|  |
| NOMBRE (S) |

TELEFONO : |

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ACTUALIZACIÓN DE MI EXPEDIENTE, ME COMPROMETO A ENTREGAR COPIA DEL COMPROBANTE DE DOMICILIO ACTUALIZADO Y DE LA CREDENCIAL DE ELECTOR, ASÍ COMO DE NOTIFICAR POR ESCRITO CUALQUIER DATO QUE SUFRA MODIFICACIÓN A PARTIR DE LA FIRMA DEL PRESENTE DOCUMENTO DADO EN MÉXICO DISTRITO FEDERAL A LOS\_\_\_\_\_\_\_\_ DIAS DEL MES DE\_\_\_\_\_\_\_\_ DEL \_\_\_\_\_\_\_\_.

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| NOMBRE Y FIRMA DEL TRABAJADOR |