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| **DISCAPACIDAD ACEPTABLE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | Sin discapacidad | | | | | | | | | | | | | | | | |  | | | | Auditiva | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Visual | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Motora | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Intelectual | | | | | | | | | | |
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| **CAUSA QUE ORIGINA LA VACANTE** | | | | | | | | |  | | | | | | |  | | | | | Empresa nueva | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Necesidades temporales de mano de obra | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Puesto de nueva creación | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Reposición de personal | | | | | | | | | | | | | | | | | |
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| **ÚLTIMO GRADO DE ESTUDIOS** | | | | | | | | | | | | | |  | | | |  | | | | Sin instrucción | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Saber leer y escribir | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Primaria | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Secundaria/Sec. técnica | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | |  | | | | T. Superior universitario | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Licenciatura | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Maestría | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Doctorado | | | | | | | | | | | | | | | | | | | | | | |
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| **CARRERA O ESPECIALIDAD:** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SITUACIÓN ACADÉMICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Estudiante | | | | | | | | | | | | | | | |  | | | | | Diploma o certificado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | Trunca | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Pasante | | | | | | | | | | | | | | | | | | | |  | | | | | | | Titulado | | | | |
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| EXPERIENCIA EN EL PUESTO | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Ninguna | | | | | | | |  | | | | 6 meses – 1 año | | | | | | | | | | | | | | | |  | | | | | | | | | 1 – 2 años | | | | | | | | | | | | | |  | | | | | 2 – 3 años | | | | | | | | | | | | | | | | | |  | | | | | | 3 – 4 años | | | | | | | | | | | |  | | | | | | 4 – 5 años | | | | | | | | | | | | | | | |  | | | | 5 años o más | | | |
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| RANGO DE EDAD PREFERIDA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| IDIOMA 1 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DOMINIO | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | Básico | | | | | | | | | | | | | | | | |  | | | | | Intermedio | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Avanzado | | | | | | | | |
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| IDIOMA 2 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DOMINIO | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | Básico | | | | | | | | | | | | | | | | |  | | | | | Intermedio | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Avanzado | | | | | | | | |
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| **DISPONIBILIDAD DE VIAJAR** | | | | | | | | | | |  | | | | | | Sí | | | | | | | | |  | | | | | | | | No | | | | | | **DISPONIBILIDAD PARA RADICAR FUERA** | | | | | | | | | | | | | | | | | | | | | |  | | | | | Sí | | | | | | | | | |  | No | | | | | | | | | **GÉNERO** | | | | | | | | | | | | | | | | | |  | | | | Masculino | | | | | | | | | | | | | | | |  | | | Femenino | | | | | | | | | | | | | | | | | |  | | | | | | | Indistinto | | | | | |
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| OTRAS PRESTACIONES | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| OBSERVACIONES | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ¿PUBLICAR EN EL PERIÓDICO OFERTAS DE EMPLEO? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Sí | | | | | | |  | | | | No | | | | | | | | | | | | | | ¿PUBLICAR EN EL PORTAL DEL EMPLEO? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Sí | | | | |  | | | | | | | No | | | | | | | | | |
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| INFORMACIÓN DE CONTACTO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PERSONA DE CONTACTO** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **CARGO** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TELÉFONO** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **CORREO ELECTRÓNICO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **MEDIO PREFERENTE DE CONTACTO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Correo electrónico | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | Domicilio | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Fax | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | Teléfono | | | | | | | | | | | | | | | | | | | |
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| **HORARIO DE ENTREVISTA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **DÍA (S) DE ENTREVISTA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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