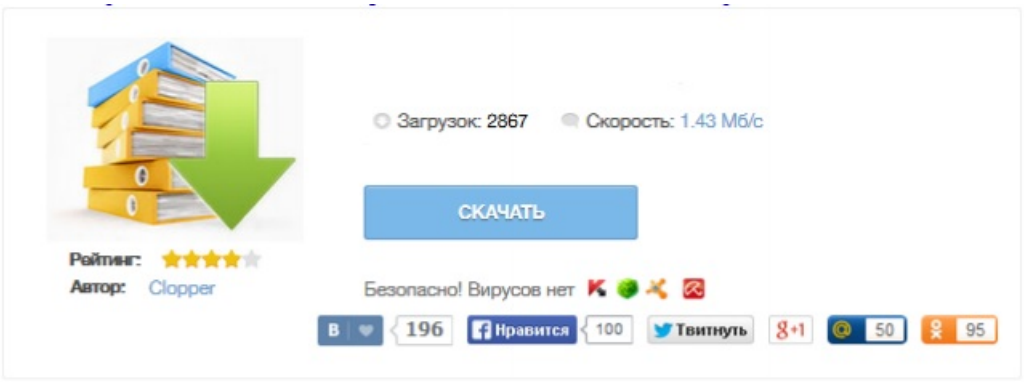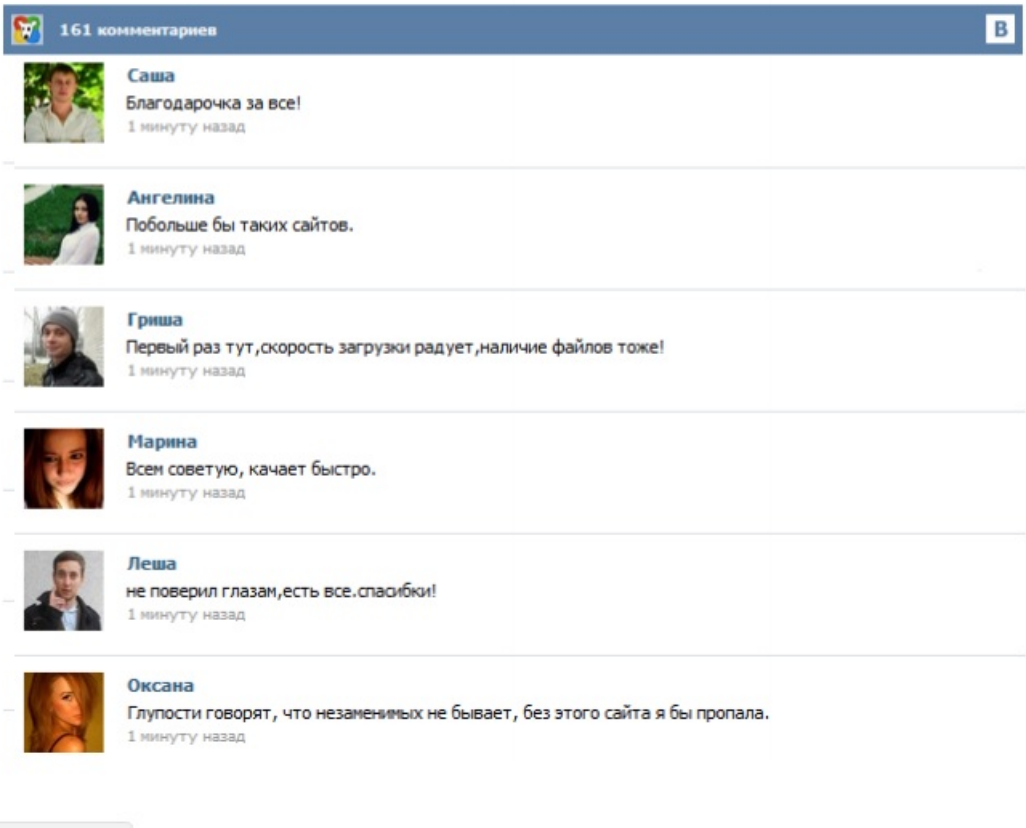справка о работе для пенсионного фонда бланк