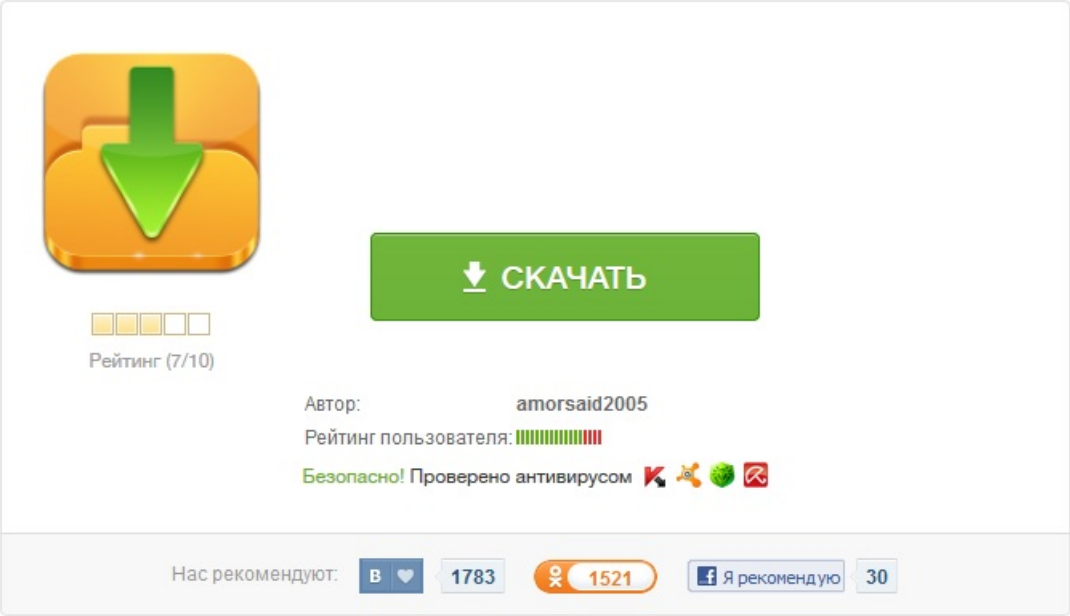форма справки о месте работы