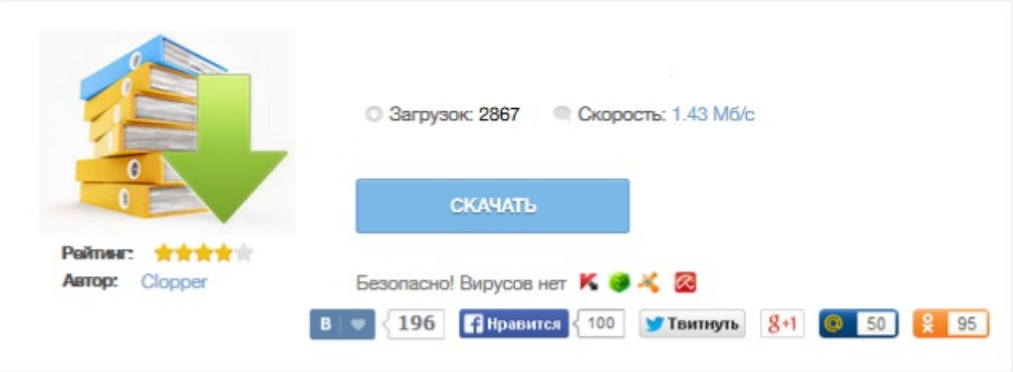форма бланка личное дело сотрудника