|  |  |  |
| --- | --- | --- |
|  | **FORMATO DE REQUERIMIENTO**  **DE PERSONAL** | **CÓDIGO:** |
| **VERSIÓN: 1** |
| **FECHA:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATOS GENERALES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Área: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solicitado por: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fecha de solicitud: | | | | | | | | | | | DD / MM / AAAA | | | | | | | | | | | | | | | | | | | Fecha requerida de inicio: | | | | | | | | | DD / MM / AAAA | | |
| **ESPECIFICACIONES DE LA VACANTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nombre puesto vacante: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Motivo de la vacante: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Creación de puesto de trabajo | | | | | | | | | | | | | | | | | | | | |  | | | Despido o Renuncia | | | | | | | | | | | |  | Otro, ¿cuál? | | | |  |
| Funciones: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Tipo de Contrato** | | | | | | | | | | | Indefinido | | | | | | | | | | |  | | | Fijo | | | |  | | ¿Cuánto tiempo? | | | | | | |  | | | |
| Prestación de servicios | | | | | | | | | | | | | | | | | | | |  | | Otro, ¿cuál? | | | | |  | | | |
| Ingreso Mensual | | | | | | | | | | | | | | | | $ | | | | | | | | | | | | | | |
| **REQUISITOS DEL ASPIRANTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estudios: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Experiencia mínima: | | | | | |  |
| Competencias: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Idiomas | | | No | | | |  | | | Si | | | |  | | | | ¿Cuál? | | | | | | | |  | | | | | | | | | | | | | | | |
| Manejo de sistemas | | | | | | | | | | | | No | | | | |  | | | Si | | |  | | | ¿Cuál? | | | | | |  | | | | | | | | | |
| Otro, ¿cuál?: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HERRAMIENTAS QUE EL PUESTO REQUIERE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Celular | |  | | | Teléfono | | | | | | | |  | | Escritorio | | | | | | | | | | |  | | Impresora | | | | | |  | | Otro, ¿cuál? | | | |  | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma del solicitante

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cargo

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Autorización Fecha de autorización: DD / MM / AAAA\_