# **ACTA DE DESCARGOS**

# **Nombre del Empleado:** {{ employee\_name.upper() }}

# **Documento de identidad:** {{ employee\_type\_id }}No.{{ employee\_id\_number }}

## **Fecha de la Diligencia:** {{ day\_of(date\_presentation) }} de {{ month\_of(date\_presentation, as\_word=True) }} del {{ year\_of(date\_presentation) }}

El día {{ day\_of(date\_presentation) }} de {{ month\_of(date\_presentation, as\_word=True) }} del {{ year\_of(date\_presentation) }}, estando presente {{ title\_case(employee\_responsable\_interview.lower()) }}, quien se identifica con {{ employee\_responsable\_interview\_type\_id }} No. {{ employee\_responsable\_interview\_id\_number }} y se desempeña como {{ title\_case(employee\_responsable\_interview\_position.lower()) }}, actuando en representación de la sociedad **{{ employer\_name.upper() }}** identificada con NIT. {{ generateNit(employer\_id\_number) }}, y el(la) señor(a) **{{ employee\_name.upper() }}**, quien se identifica con {{ employee\_type\_id }} No. {{ employee\_id\_number }}, quien manifiesta que el día {{ day\_of(notification\_date) }} de {{ month\_of(notification\_date, as\_word=True) }} del {{ year\_of(notification\_date) }} se le notificó sobre la diligencia de descargos, y que en la presente {% if witness.there\_are\_any == False %}renuncia a la intervención de compañeros de trabajo como testigos{% else %} llama como testigo(s) al(los) siguiente(s) compañero(s) de trabajo{% for third in witness %} {{ third.name|title }}, quien se identifica con {{ third.type\_id|upper }} No. {{ third.id\_number|upper }}, {% endfor %}{% endif %}.

Después de verificar la asistencia, se procede a iniciar la diligencia de descargos por motivo de:

* {%p for motive in reason %}
* {{ motive.name|capitalize }}.
* {%p endfor %}

1. **Señale el cargo que actualmente ocupa dentro de la compañía:**

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{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

1. **¿Conoce las funciones del cargo? Descríbalas.**

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Manifestación testigo(s)

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{%p endif %}

1. **¿Sabe usted por qué fue citado a esta diligencia de descargos?**

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{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

1. **Usted fue citado a descargos por el(los) siguiente(s) motivo(s): {% for motive in reason %}{{ motive|capitalize }}, {% endfor %}. ¿Qué tiene que decir al respecto?**

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{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

1. **¿Sabe usted que los hechos discutidos van en contra del {% for item in document.true\_values() %}{% if item != ‘Otros documentos’ %}{{ item }}, {% endif %}{% endfor %}{% for doc in other\_document %}{{ doc.name|capitalize}}, {% endfor %}?**

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Manifestación testigo(s)

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{%p endif %}

1. **¿Cuál fue la razón que le llevó a incurrir en esta falta disciplinaria?**

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{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

1. **¿Es consciente de que su(s) acción(nes) comprenden una falta y lo que esto implica?**

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{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

{%p if question.there\_are\_any == True %}

1. **{%p for q in question %}**
2. **{{ q|capitalize }}**

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**{%p endfor %}**

{%p endif %}

{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

1. **Señor(a) {{ title\_case(employee\_name.lower()) }} ¿Tiene algo que agregar?**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

{%p if witness.there\_are\_any == True %}

Manifestación testigo(s)

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{%p endif %}

El día {{ day\_of(date\_presentation) }} de {{ month\_of(date\_presentation, as\_word=True) }} del {{ year\_of(date\_presentation) }}, se suscribe el presente documento en señal de aceptación a la veracidad y contenido de las preguntas y respuestas del mismo.

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

{{ title\_case(employee\_responsable\_interview.lower()) }}

{{ employee\_responsable\_interview\_type\_id }} No. {{ employee\_responsable\_interview\_id\_number }}

**{{ title\_case(employee\_responsable\_interview\_position.lower()) }}**

**{{ employer\_name.upper() }}**

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### {{ employee\_name.upper() }}

### {{ employee\_type\_id }} No. {{ employee\_id\_number }}

{%p if witness.there\_are\_any == True %}

{% for third in witness %}

Testigo(s),

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

**{{ third.name|upper }}**

{{ third.type\_id }} No. {{ third.id\_number|upper }}

{% endfor %}

{% endif %}