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| LogoUCB1 | ***UNIVERSIDAD CATÓLICA BOLIVIANA "SAN PABLO*** |
| ***Administración de Recursos Humanos*** |
| **HOJA DE VIDA** |
|  |  |
| 1. **DATOS PERSONALES** | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | | | | | | | | | |  |  | | | | | | | | | |  |  | | | | | | | | | | |  |  | | | | | | | | | | | |  |  | |  | Primer Apellido | | | | | | | | | |  | Segundo Apellido | | | | | | | | | |  | Nombres | | | | | | | | | | |  | Apellido de Casada | | | | | | | | | | | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  |  | |  |  | | | | | | | | | | |  |  |  | | | | | | | | | | |  |  |  | |  | |  |  |  | |  |  |  | |  | |  | |  |  |  | |  |  | |  | Nº Documento de Identidad | | | | | | | | | | |  |  | Expedido en | | | | | | | | | | |  |  | *C.I.* | |  | | *C.I. Extranjero* | | | | | |  | | *RUN* | |  | | *Pasaporte* | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  |  | |  |  | Género: | | | |  |  | |  |  | |  |  | Estado Civil: | | | | | |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |  | *M* | |  | *F* | |  |  |  |  |  |  |  | *Soltero (a)* | | | | | |  | *Casado (a)* | | | | | | |  | *Divorciado (a)* | | | | | | |  | |  | *Viudo (a)* | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  | |  |  | |  | | **/** |  | |  | | **/** |  | |  | |  |  | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | |  | | Fecha de Nacimiento (dd/mm/aa) | | | | | | | | | | | | | | | | Lugar de Nacimiento | | | | | | | | | | | | |  | | | Nacionalidad | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | |  | |  | Dirección domicilio Zona | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | AFP N° de registro (CUA) | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  |  | | | | | | | | | | |  |  |  |  | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | | | | | |  | |  | Teléfono Domicilio | | | | | | | | | | |  |  |  | Teléfono Móvil | | | | | | | | | | |  |  | Correo Electrónico | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | |
| 1. **FORMACIÓN ACADÉMICA** | |
| * 1. Grado(s) Académico(s) obtenido(s): Señalar solamente el/los que tiene/n título  |  |  |  |  | | --- | --- | --- | --- | | Título | Universidad/Centro/Instituto | Grado | Fecha de titulación  (mes/año) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  | / |  * 1. Conocimientos de otros idiomas  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | IDIOMA (Especificar) | LEE | | | ESCRIBE | | | HABLA | | | | Nivel Avanzado | Nivel Medio | Nivel Básico | Nivel Avanzado | Nivel Medio | Nivel Básico | Nivel Avanzado | Nivel Medio | Nivel Básico | | Inglés |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | |
| 1. **DATOS DE TRABAJO ACTUAL** | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | |  |  |  | | | | | | | | | | Nombre de la entidad donde trabaja | | | | | | | | | | | | | | | | | | | |  |  | Ocupación/cargo | | | | | | | | | | |  |  | Teléfono Oficina | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  | |  | |  |  | |  | |  |  | |  | | | Dirección del trabajo | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | Fecha de incorporación (dd/mm/aa) | | | | | | | | | | | | | | | |
| 1. **EXPERIENCIA PROFESIONAL (Empezar por el último trabajo)** | |
| |  |  |  |  | | --- | --- | --- | --- | | Lugar de Trabajo | Cargo | Desde | Hasta | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| 1. **EXPERIENCIA DOCENTE** | |
| Llenar las materias dictadas en orden cronológico, comenzando por la última.   |  |  |  |  | | --- | --- | --- | --- | | Materia | Universidad | Desde  Mes/Año | Hasta  Mes/Año | |  |  | / | / | |  |  | / | / | |  |  | / | / | | |
| 1. **CURSOS Y SEMINARIOS IMPARTIDOS** | |
| Llenar por orden de importancia empezando por el más reciente.   |  |  |  |  | | --- | --- | --- | --- | | Título del curso/seminario | Institución | Lugar/País | Fecha  Mes/Año | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| 1. **PUBLICACIONES** | |
| Llenar por orden de importancia.   |  |  |  |  | | --- | --- | --- | --- | | Título del libro o publicación | Lugar de publicación | Fecha de publicación  Mes/Año | (\*) Tipo de publicación | |  |  | / |  | |  |  | / |  | |  |  | / |  |   (\*) Tipo Registrar código de la publicación: (1) Libro, (2) Artículo arbitrado, (3) Texto de materia, (4) Guía de materia, (5) Artículo | |
| 1. **ACTIVIDADES DE CONSULTORÍA Y/O INVESTIGACIÓN DE LOS ÚLTIMOS CINCO AÑOS** | |
| Llenar por orden de importancia y de los últimos 5 años.   |  |  |  |  | | --- | --- | --- | --- | | Título de la consultoría/investigación | Organismo contratante | (\*)Tipo | Mes/Año | |  |  |  | / | |  |  |  | / | |  |  |  | / | |  |  |  | / |   (\*) Tipo (1) Consultoría (2) Investigación | |
| 1. **PREMIOS Y DISTINCIONES** | |
| Llena por orden de importancia   |  |  |  |  |  | | --- | --- | --- | --- | --- | | (\*) Tipo de distinción | (\*\*) Clase de distinción | Institución que la otorgó | Lugar | Mes/Año | |  |  |  |  |  | |  |  |  |  | / | |  |  |  |  | / |   (\*) Tipo de distinción: INSTITUCIONAL, NACIONAL, INTERNACIONAL  (\*\*) Clase de distinción: MEDALLA, DIPLOMA | |
| 1. **AFILIACIÓN EN INSTITUCIONES/ASOCIACIONES** | |
| |  |  |  |  | | --- | --- | --- | --- | | Institución | Condición | | Mes/Año | |  |  | | / | |  |  | | / | |  |  | | / | |  | |  |  | | |
| 1. **REFERENCIAS LABORALES** | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Nombre Completo | Cargo | Institución | Relación Laboral | Teléfono/Celular | Correo electrónico | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |
| 1. **DECLARACIÓN JURADA DE INCOMPATIBILIDADES** Campo obligatorio a ser llenado y firmado | |
| ¿Tiene usted parientes, hasta el segundo grado de consanguinidad o primero de afinidad, según el cómputo establecido por la ley civil, que trabaje actualmente en la U.C.B /Sede Tarija?  (Marque con una **X** según corresponda):  NO ( ) SI ( ) en caso de responder **SI** llene los siguientes datos:   |  |  |  | | --- | --- | --- | | Nombre del pariente | Cargo Administrativo o Académico | Año de ingreso a la UCB | |  |  |  | |  |  |  | | |
| Declaro que los datos registrados en este formulario son veraces   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Firma |  |  |  | Lugar |  |  | Fecha | | | | | | | | | | |