**REQUERIMENTO DE LICENÇA PARA APRIMORAMENTO**

**PROFISSIONAL**

**1. REQUERENTE Data: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

Servidor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matricula: \_\_\_\_\_\_\_\_\_\_\_\_ Cargo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretaria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data de Início: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ Período Solicitado \_\_\_\_\_\_ meses

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

Solicitante

**2. SUPERIOR IMEDIATO Data: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

Superior: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matricula: \_\_\_\_\_\_\_\_\_\_\_\_ Cargo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deferido Indeferido \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superior Imediato

**3. RESERVADO AO RECURSOS HUMANOS Data: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

Admissão: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

Atividade Exercida:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Situação: Concursado Comissionado Agente Politico

Período Solicitado: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ a \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Impedimento: Sim Não

Observação: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Diretor(a) de Recursos Humanos Secretário Municipal de Administração

**4. RESERVADO A PREFEITA Data: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **PROVIDENCIAR** |  | **ARQUIVAR** |
| *Ana Paula Lima de Oliveira Machado*  *Prefeita* |  | *Ana Paula Lima de Oliveira Machado*  *Prefeita* |