**FICHA RESUMEN – FORMA JURÍDICA, ORGANIZACIÓN EMPRESARIAL Y RECURSOS HUMANOS**

**Forma jurídica:**…………………………………………………………………………………………………………………………….

Razones de la elección de dicha forma jurídica:

1. ………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………..
3. ………………………………………………………………………………………………………………………………………..
4. ………………………………………………………………………………………………………………………………………..
5. ………………………………………………………………………………………………………………………………………..

**Organización empresarial.**

Turnos de trabajo:…………………….……………..…………….…………..……………..…………………………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

Necesidades de personal:…………..…………..……..……….…………..……………..…………………………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

Departamentos y puestos de trabajo:…………………………………..……………….…………….…………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

Organigrama:

**Recursos humanos.**

Fuentes de captación y reclutamiento:…………………………………..……………….…………….…………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

Pruebas a realizar:……………………………..………………………………..……………….…………….…………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

Convenio colectivo:

* Jornada anual:…………………………………
* Retribuciones:
  + ……………………………………
  + …………………………………..
  + …………………………………..
  + …………………………………..
  + …………………………………..
* Tipos de contratos contemplados en convenio:
  + ……………………………………
  + …………………………………..
  + …………………………………..
  + …………………………………..
  + …………………………………..

Contratos utilizados:

* + ……………………………………
  + …………………………………..
  + …………………………………..
  + …………………………………..
  + …………………………………..

Estudio de los costes de personal:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2012** | **2013** | **2014** | **2015** | **2016** |
| **SUELDOS Y SALARIOS** |  |  |  |  |  |
| **S.S. A CARGO DE LA EMPRESA** |  |  |  |  |  |
| **S.S. A CARGO DEL TRABAJADOR** |  |  |  |  |  |
| **IRPF** |  |  |  |  |  |
| **SALARIO NETO** |  |  |  |  |  |

Política de formación:………………………..………………………………..……………….…………….…………………………

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………..