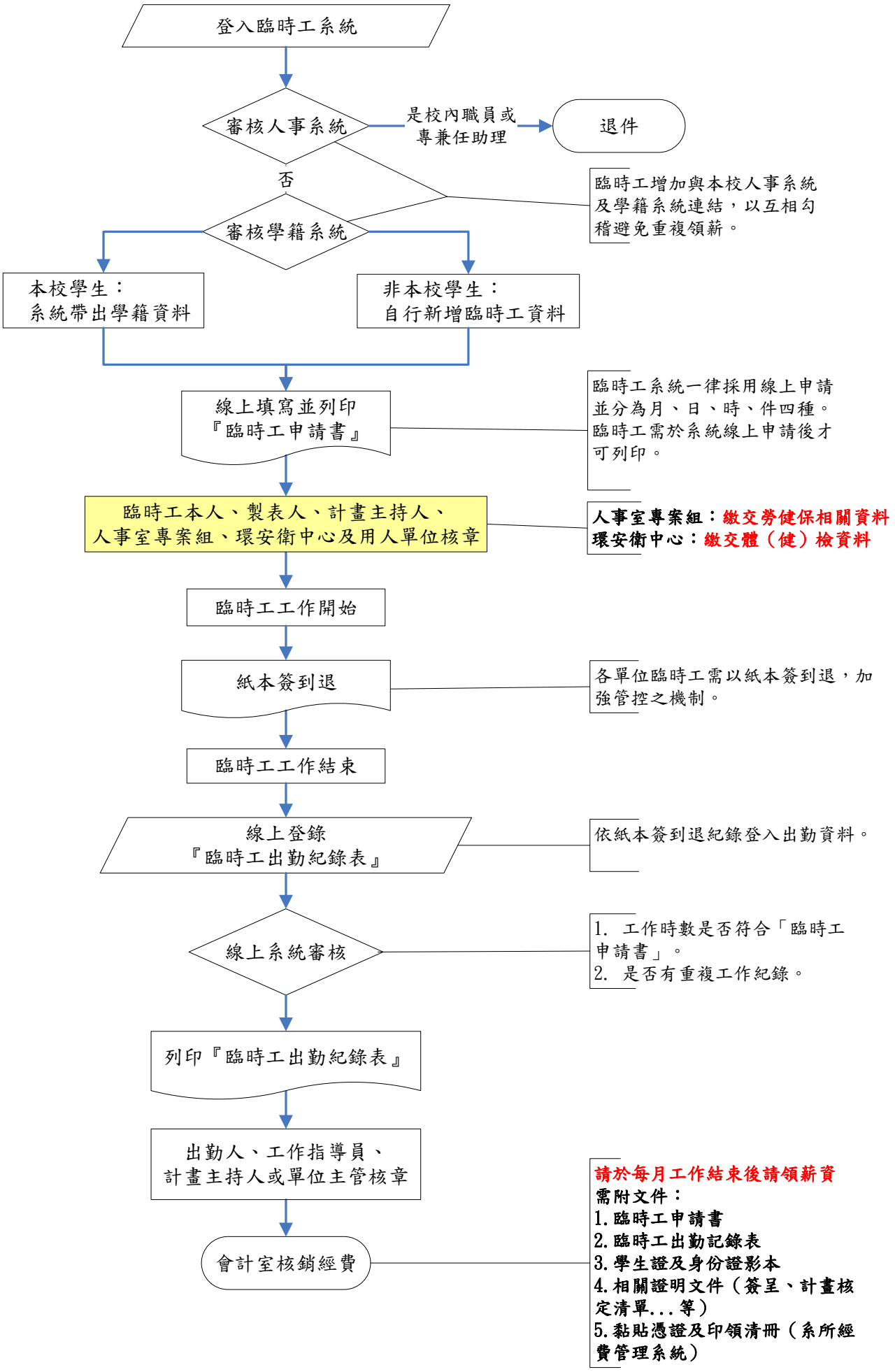臨時工申請標準作業程序