**HELLO, WE ARE HIRING!**

**Congratulations, your profile has been shortlisted.**

We’re looking for highly organized and ambitious individuals who have the passion and resilience to work in a high growth and fast paced professional environment and are motivated enough to add value to our organization in creative ways.

You can check more details about us on [**www.spcinecorp.com**](http://www.spcinecorp.com)

The **NEXT STEP** is to **fill all the details in this document and send us your response via email along with a doc or pdf file of your latest resume and a passport size photo.** Remember, there is no right or wrong answer, so please fill every question and answer honestly after careful introspection.

We wish you all the best and we look forward to welcoming a passionate, execution oriented & persistent individual to the SP CINECORP FAMILY.

**CALL INTERVIEW (AUDIO / VIDEO) PREFERRED TIME SLOTS:-**

**PERSONAL INTERVIEW PREFERRED TIME SLOT & DAY / DATE:-**

**JOB APPLICATION**

**POST APPLIED :**

**DATE OF APPLICATION :**

**NAME :**

**DATE OF BIRTH :**

**ADDRESS :**

**CONTACT INFORMATION :**

1. **Contact No. 1 :**
2. **Contact No. 2 :**

**EMAIL:**

**QUALIFICATION :**

1. **Study Medium : English | Hindi | Gujarati | Other (Specify) ----**
2. **Diploma / Graduation In :**
3. **Post Graduation In :**
4. **Special Courses :**
5. **Excellence In Computer Softwares (Name The List Of Softwares):**

**WORK EXPERIENCE :**

1. **Total Work Experience (In No. Of Years) :**
2. **Total No. Of Organisations Worked For :**
3. **Maximum Tenure In Any Organisation (In No. Of Years):**
4. **Total Experience In Film Production Accounting (No. Of Years):**
5. **Last Salary (Monthly In Hand) :**
6. **Expected Salary (Monthly In Hand) :**
7. **Current Job Status : Employed | Unemployed | Freelancing**
8. **Current Designation :**
9. **Earliest Joining Commitment (No. Of Days) :**

**QUESTIONNAIRE**

1. Personality Traits (rate yourself on scale of 1 to 4)

|  |  |  |
| --- | --- | --- |
| SR NO. | DESCRIPTION | RATING |
| **1)** | **CLASS 1** |  |
| A | Decisive |  |
| B | Competitive |  |
| C | Strong Willed |  |
| D | Exceeds Authority |  |
| **2)** | **CLASS 2** |  |
| A | Persuasive |  |
| B | Flamboyant |  |
| C | Loses Sense Of Time |  |
| D | Enthusiastic |  |
| **3)** | **CLASS 3** |  |
| A | Good Listener |  |
| B | Resists New Ideas |  |
| C | Does Not Seek Change |  |
| D | Patient |  |
| **4)** | **CLASS 4** |  |
| A | Precise |  |
| B | Logical |  |
| C | Does Not Express Opinion |  |
| D | Not A Risk Taker |  |

1. Why do you want to **leave your present employment / Freelancing work** ?
2. Did you go through the Company profile?

**5 key points** you **liked about the company** that motivated you to apply in our organization?

1. POINT 1 –
2. POINT 2 –
3. POINT 3 –
4. POINT 4 –
5. POINT 5 –
6. Did you go through the job profile?

**5 key points** you **liked about the job profile** that motivated you to apply for the particular role?

1. POINT 1 –
2. POINT 2 –
3. POINT 3 –
4. POINT 4 –
5. POINT 5 –
6. Answer in **3 points**, **why do you think you qualify** for the particular role?
7. REASON 1 –
8. REASON 2 –
9. REASON 3 –
10. Answer in **3 points**, your **key achievements** in your past jobs till date?
11. POINT 1 –
12. POINT 2 –
13. POINT 3 –
14. What is your **Career Goal** ?
15. Answer in **3 points**, What was/is the **toughest part** in your past/present job?
16. POINT 1 –
17. POINT 2 –
18. POINT 3 –
19. Any **regrets in your career/life**? What did you do about it?
20. Describe your **family background**?
21. How do you **organize and prioritize your tasks**? Describe the Systems, softwares or methods used.
22. How **Tech Savvy** Are You on a **scale of 1 to 10**? What are the applications, softwares and platforms you are well versed with? Are you well versed with windows & ios both?
23. Rate Your Excellence on a **scale of 1 to 10** on the following

* Film Production Accounting -
* Tally -
* Quickbooks –
* Zoho –
* Taxation (GST & TDS) –
* Corporate Finance & Governance –
* Roc Compliances & Filing –
* Audits & Balance Sheets -
* Microsoft Excel
* Microsoft Word –
* Excel Reports Presentation –
* Negotiations –
* Written English & Grammar -

1. Any issue in **working from home** in case of deadlines? Any issue in **answering work calls on holidays**?
2. Any **issues / restrictions with travelling** for work?
3. If you are **appointed in our organization** and **before joining** if you **get a better offer** what would you do?
4. Arrange your priorities on scale of 1 to 6 (1 being the top priority) :
5. Professional Growth
6. Work Experience
7. Job Security
8. High Pay Scale
9. Skill Development
10. Job Satisfaction
11. PRIORITY 1 –
12. PRIORITY 2 –
13. PRIORITY 3 –
14. PRIORITY 4 –
15. PRIORITY 5 –
16. PRIORITY 6 –

**COMPETENCY TEST**

|  |  |
| --- | --- |
| **COMPETENCY** | **QUESTIONS** |
| **Persuasiveness** | Your higher authorities including the management are not ready to accept your point of view and your strategy for a matter and which you are confident is beneficial for the company. What would you do to get your point through and get your strategy implemented? |
|  |
| **Managing differences of opinions** | You are a member of a team that broke up because it was impossible to work with one another due to conflicts, disagreements and misunderstandings amongst? How would you handle the situation? |
|  |
| **Planning for work** | How would you plan your daily activities? How would you manage changes in your planned/set time table?  How would you organize multiple tasks to ensure their successful execution? How would you make use of technology for the same? |
|  |
| **Problem solving** | A team member is wanting to leave the job due to any issues within the team or any dissatisfaction with the organization/management, and you are asked to retain the person; how would you handle the situation for the betterment of the company? |
|  |
| **Flexibility** | If you have difficulty convincing team members / the authorities to your suggested solution, and you are running against the time to complete the task. How would you solve the situation? Would you go against the management and be ready to take the blunt of the outcome? Or Would you leave the situation unattended? |
|  |
| **Accountability** | You have committed a mistake, and it is necessary to admit to others that you have made a mistake. How would you handle it? |
|  |
| **Integrity** | You are asked to keep information confidential with respect to the layoff of any team member or any other sensitive information from the other team members; how would you manage the situation? And what would be your thought process if the other team member is your dear friend? |
|  |

**THANK YOU FOR SPENDING YOUR PRECIOUS TIME FILLING THE ABOVE DETAILS.**