Law Firm Recruitment Notice

CPH Legal

Position: Intern

Job category: Law Firm – [Term-time / Winter Internship]

Job type: Full-time or Part-time

Firm’s practice areas: Litigation (Civil and Criminal practices)

Requirements: ☐ Current LLB / JD / PCLL student

Application procedures: Send CV/Cover letter by email to eric@cph-legal.com

Application deadline: 30 September 2020

Interview period: Now to October 2020

Selection process/criteria: [Please add/delete as appropriate:]
☐ Case study / legal problem solving
☐ Relevant work experience will be considered
☐ Previous interns are welcomed to re-apply
☐ Year 1 students also welcomed

Contact: Mr. Eric Chan, Solicitor
Tel: 2668 8898
Email: eric@cph-legal.com
What do you want to achieve?
Reach your full potential

**Exciting development and career opportunities**

We understand and believe that our ability to continually attract the best and brightest legal talent is absolutely central to our future success as one of the world’s leading law firms. It is our goal to see you succeed and to help you do so through our internship/trainee program.

**Exposure to a wide array of experiences and opportunities**

We do our best to help you learn as much as you can and expose you to as many different types of law as possible during the internship/trainee program. Our goal is to give you substantive work opportunities, including pro bono work, and teach you what it means to be an “O’Melveny lawyer”. A central element of being an “O’Melveny lawyer” is abiding by our firm’s strongly held values: Excellence, Leadership, and Citizenship.

**Training and mentoring**

Training is an important aspect of our internship/trainee programme. The goal of the mentors is to ensure that you have a meaningful experience.

**Evaluation**

To ensure that you receive appropriate feedback and opportunity for growth, there are informal feedback sessions following the completion of each assignment. You will also receive at least one formal evaluation during the internship program and more during the trainee program. These evaluations provide an opportunity for open dialogue between you and experienced lawyers about the quality of your work and your experience at O’Melveny.

**How to Apply**

If you would like to apply for an internship or training contract at O’Melveny, please visit our website at www.omm.com or submit your resume, cover letter, and a copy of your academic transcript to asiaattyresumes@omm.com.

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<th>VACANCIES</th>
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<td>Summer Interns: 4 to 6</td>
<td>Summer Placement 2021: Applications open 1 November 2020 and close 15 January 2021; applications are considered on a rolling basis and early submissions are encouraged.</td>
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<td>Trainee Solicitors: 2 to 3</td>
<td>Training Contracts 2023: Applications via internship program; ongoing, until all vacancies are filled.</td>
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Edward Poon
Associate

What is something that makes O’Melveny unique?
The people is what makes O’Melveny unique to me. The firm has a group of talented professionals who are friendly and are always no more than a phone call away. Working at O’Melveny has allowed me to learn the ropes from knowledgeable individuals and participate in a variety of high profile work that keeps the job interesting.

Would you recommend O’Melveny to trainee candidates?
Yes, I would most definitely recommend O’Melveny to anyone who is looking to grow their professional skills with a group of extremely supporting and caring colleagues. The firm also has a diverse set of practices and I certainly thinks that there will be something that will suit anybody! I believe that O’Melveny is not only a place that will nurture professional growth, but the people that you work next to will also allow you to truly grow and develop yourself as a person.

What makes the firm’s training program unique?
To me, O’Melveny’s training program is robust and provide junior with essential skills in surviving and excelling as a junior lawyer, no matter what discipline that may intend to pursue after completing their training. You will learn from some exceptional individuals who are willing to delegate and assign responsibility at an early stage, while providing support and guidance is always available when needed.

Tell us something you find the most impressive about working at O’Melveny?
The team’s commitment to clients as well as ability to find time to relax and have fun is what I find most impressive about O’Melveny. Each person works in a professional manner but still manage to find time to socialize with one another, catching up on each other’s work and keeping the firm as one cohesive unit. I truly feel like I am not only valued as an employee of the firm, but rather a part of a greater family that cares about my well-being.

Dave Chan
Trainee Solicitor

Tell us something you’ve discovered about O’Melveny that you did not know before joining?
Being part of the global O’Melveny network means we are never short of the experience and expertise to provide well rounded solutions to our clients. In the first year of my traineeship, I have worked with colleagues in our Beijing and Shanghai offices over a multitude of tasks and across various work streams of any given project.

How would you describe the firm’s culture or environment?
Growth, inclusiveness and teamwork. A supportive approach with a touch of independence in your work allows significant growth in your career at an early stage. I know that I am trusted as part of the team and seniors value my views even as a trainee. It is never a one-man band; rather it is the contribution of every single colleague that puts us on a path to success. While there were
challenging but rewarding moments this past year, I am excited about what we, as a team, will achieve in the year ahead.

**Does the firm meet your expectations?**

Certainly. Early responsibility, collaborative environment, supportive colleagues, and true growth — what more can you ask for?

**Jeremiah Lau**

**Trainee Solicitor**

**How do you maintain work-life balance?**

A key feature of the O’Melveny training is that trainees are entrusted with a lot of responsibility to handle tasks and external parties. This translates to a steep learning curve, but would also mean that the work-life balance tends to tip towards the ‘work’ end of the scale. Freeing time for ‘life’ would require working efficiently and effectively, with a clear sense of when a task should be due. I find that this can be best accomplished by developing a clear methodology from the outset, developing a sense of priority based on the urgency and importance of a task, and knowing where to get answers from our firm’s rich resource bank and knowledgeable people that are willing to help.

**How does the firm help you maintain your work-life balance?**

Generally speaking, our firm has a deep respect for each colleague’s time off from work. My seniors make an effort not to disturb me unless absolutely necessary when I’m taking leave, which is something I really appreciate. Our office also hosts social and pro bono events, and invite trainees to participate in their organization and administration. These activities allow us to take our mind off work and network with other professionals both within and outside the office.

**What motivates you? How do you keep yourself driven?**

A vision of where I would like to be in a few years’ time. Using measureable goals and celebrating key milestones are good starting points. Actively seeking feedback from my colleagues at O’Melveny and constantly re-evaluating my progress to the goals and milestones ahead.

**What would you call your biggest achievement at O’Melveny?**

My transition from a university graduate to being an active fee-earner at the firm, all within the space of one year. Our broad exposure to transactions, and opportunity to take charge of key aspects of a transaction from beginning to end connotes a privileged legal education. Despite the challenges experienced throughout work, it is most rewarding when you can see yourself becoming more knowledgeable on the transactions, and acquire a more mature understanding of the role we play as legal professionals.

**What have you learned from your colleagues at the firm?**

I was most inspired by the stamina and dedication on display from my colleagues when handling high volumes of work. Through their persevering mentality and professionalism, I have come to appreciate that lawyers exist not only to provide legal expertise, but also assurance, to their clients. This responsibility to provide assurance is ongoing, and survives beyond the close of office hours. I learned from my colleagues that an integral part of being a lawyer is to assume a mindset of constant readiness to assist the client.

**“Supportive colleagues, a pleasant working environment, and the firm’s support for work-life balance are other important sources of motivation that I have found at O’Melveny.”**
It’s more than what you do: it’s how you do it.

O’Melveny’s China practice offers lawyers exceptional opportunities for professional development. It’s a place to build a rewarding career by tackling new challenges; being appreciated, included, and supported; and creating lasting connections.

Our roots in China run deep. We were one of the first US law firms to open offices in the mainland as well as obtaining a Hong Kong law license. For more than two decades, our lawyers in Hong Kong— who practice Hong Kong, English and US law, in addition to a number of registered foreign lawyers in mainland China and Singapore— have built up an extensive network of business contacts including government bodies, regulators, banks, financiers, funds, corporations, institutional investors and professional firms. As such, we possess first-hand knowledge of the local customs and regulatory regimes that govern the region and are familiar with the working cultures in which our clients operate.

Our lawyers in Hong Kong speak English, Cantonese, Mandarin, and various European languages. We regularly advise regional companies on their local and international commercial matters, as well as multinational companies with business interests in Hong Kong and throughout Asia.

O’Melveny in Hong Kong—a great place to build a career.

So, tell us. What do you want to achieve?
Faculty of Law
10/F, Cheng Yu Tung Tower
Centennial Campus
The University of Hong Kong
Pokfulam Road, Hong Kong

Re.: Recruitment - Trainee Solicitor

We are now looking for a first year trainee solicitor and our package and requirements are depicted as follows:-

- Location: Prince Edward
- Criteria: Litigation

Applicant with previous law firm experience is preferable.

Yours sincerely,

TUNG & ASSOCIATES
Dear Sirs,

Re: **Trainee Solicitors for the year of 2021**

We have two (2) vacancies for trainee solicitor position for the year 2020 and would like to invite applications from your P.C.LL. students for the vacancy.

Applicants must have obtained the LL.B. degree and/or J.D. from full time studies in The University of Hong Kong. We offer interesting and diversified exposure to different areas of law and excellent prospects.

Interested candidates should apply with full resume, LL.B. and/or J.D. and P.C.LL. transcripts/results, subjects taken, expected salary and date of availability to our firm by post to Messrs. V. Hau & Chow, Solicitors at 13th, 15th & 16th Floors, Prosperous Building, 48-52 Des Voeux Road Central, Hong Kong or via vincenthau@vhc.com.hk, for the attention of Mr. Vincent Hau. All applications will be treated in strict confidence.

We shall be obliged if you will draw your students' attention to this invitation for application.

Best regards,

Vincent Hau

V. Hau & Chow

Solicitors

13th (Reception), 15th & 16th Floors,

Prosperous Building,

48-52 Des Voeux Road Central, Hong Kong
Law Firm Recruitment Notice - Sample

[Y.C. Lee, Pang & Kwok]

Position: Paralegal

Job category: Law Firm – Paralegal

Job type: Full-time

Firm’s practice areas: Litigation

Job description:
- Draft letters and legal documents under supervision of solicitors;
- Maintain good filing systems and accurate office diary;
- Conduct legal researches;
- Attend conference and/or court hearing with solicitors;
- Liaise with other firms and/or other entities; and
- Liaise with clients

Remunerations
- Basic salary plus:-
  - Lunch allowance
  - Medical benefits
  - Bonus (discretionary)

Requirements:
- Bachelor of Laws (LLB) or equivalent
- Part-time PCLL students are welcome

Application procedures: Send CV, cover letter and academic transcript(s) by email to hk@ycleepak.com

Application deadline: 31 October 2020

Interview period: From September to October 2020

Selection process/criteria:
- Academic achievements
- Interview
- Relevant work experience will be considered

Contact:
Mr. Louis Fok – Partner
Tel: 2868 0800
Email: hk@ycleepak.com
The start of an adventure. The one you’ve been working towards. You’re on your way.

IT’S TIME.

A career in Law – Hong Kong
Visit allencovery.com/careers
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## Apply

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The Covid-19 pandemic is creating uncertainty for millions of people around the world. At Allen & Overy we have adapted so that we continue to serve our clients to our usual high standards, and support our people and the communities in which we operate. Our immediate focus has been on the wellbeing of our people, however we are convinced that it is critical to focus on the long term recovery of economies and societies. That is why we are taking steps to update our recruiting and engagement programmes, especially those focused on early careers.

We recognise that this is a time of great concern for students wondering what the future will hold for them. While this uncertainty may remain for some time, we are still continuing to build for the future by recruiting and training the next generation of Allen & Overy lawyers, while adapting our approach to the new environment.

Hong Kong lies at a crossroads for international business, and our office here plays a key role in advising on some of the most significant cross-border and local matters. We’re proud to service clients in every jurisdiction here in Asia Pacific and across the Globe. We believe that this environment will provide you with an outstanding legal and business grounding within a culture that supports your development, values your individuality and enables you to excel.

We are committed to delivering the very best service to our clients and constantly looking at ways to innovate – both in what we deliver to our clients, and also in the way we train, develop and nurture our people. Our focus remains on discovering the next generation of exceptional young lawyers, who are looking to excel in their legal careers and who want to help us continue to serve our clients. I hope this brochure will help you to understand what we do and who we are, and decide whether A&O is the right place for you.

Cindy Lo
Partner, Banking & Graduate Recruitment
Hong Kong
Our role as international commercial lawyers involves more than offering legal expertise; it is about delivering insight and using the law as a tool to address commercial challenges and drive results for our clients. Our clients expect excellence, but we also encourage and give our people licence to be pioneers, to set precedents rather than follow them. This is a culture that recognises and rewards people who innovate, who bring fresh approaches to familiar problems and who embrace every challenge as an opportunity.

**Leading the way**

One of the first large international law firms to open offices in Dubai, Australia, and Africa, amongst others.

**Breaking new ground**

We are the only firm to have topped the FT Innovative Lawyers Most Innovative Law Firm in Europe five times, and to feature in the top three every year.

Learn more about how we operate: allenover.com/careers
Full service offering

28 partners in Hong Kong

32 years in Hong Kong

22 ranked / leading individuals in Chambers & Partners Hong Kong 2020

Core practice areas in Hong Kong:

- Banking
- Corporate
- Dispute Resolution
- International Capital Markets
- Regulatory

Learn more about our full service offering: allenover.com/careers
Working as one team

The calibre of the people we recruit and the platform of training we provide are fundamental to our success. We give our people the opportunities and support they need to build a career that is right for them – so they can lead us in new directions and deliver fresh insights. We have developed a culture in which difference is positively valued, and our people are free to be themselves. We are in every sense one global team; supportive and collaborative, but also ambitious and driven. Our capacity to combine these qualities and provide a setting in which all of our people can thrive is what makes A&O different.

Over

$\frac{3}{4}$ of our revenue is derived from matters involving more than one country

*Sources: Thomson Reuters & Dealogic*
Integrated Greater China team

- Integrated offering for clients across three offices
- A growing China corporate client base going global

37 partners in Beijing, Hong Kong and Shanghai
169 fee earners in our Greater China offices

- 75% of our work is on cross-border mandates
- 69% of our work involves at least two countries

- A collaborative platform for network clients
- Mobility of resources and expertise

ALLEN & OVERY | 朗悦
LANG YUE | 安理国际律师事务所

Services in relation to PRC law are provided through Allen & Overy Lang Yue (FTZ) Joint Operation Office, a joint operation in the China (Shanghai) Pilot Free Trade Zone between Allen & Overy LLP and Shanghai Lang Yue Law Firm, as approved by the Shanghai Bureau of Justice. The joint operation means that Allen & Overy Lang Yue is truly a one stop shop that can provide world class international and PRC law advice on a more efficient and effective basis than many other international firms which need to work with separate local firms in the PRC.
The practice of law is constantly evolving, and we are determined not just to be at the forefront of developments, but to set the pace and lead the way. Our track record of innovation and bold action is second to none. From our expansion into new jurisdictions and flexible working for our people to our alternative resourcing options such as Peerpoint and aosphere, we are setting the standard for what a global law firm should look like and how lawyers can work. Our clients know that we have the resources and the mindset to build solutions for the future, whatever it may hold.

Learn how our firm is leading the way in law: allenovery.com/careers
Fuse: our solutions development hub

Putting client insight at the heart of technology development

We have created a community in our London office where our clients can co-develop ideas with some of the brightest and most promising entrepreneurs in this area, ensuring the development of practical solutions.

Tackling dealtech

Our ambition is to tackle not just legaltech (legal operations) and regtech (regulatory compliance) but also dealtech - the way in which companies and financial institutions transact and negotiate deals and an area which is critical to every business.

Wider education

In addition to collaborating with A&O and our tech industry participants on specific solutions, Fuse serves as a learning lab, where we organise events, seminars, demonstrations and trials, giving our clients the opportunity to stay abreast of market-wide challenges and developments.

Click here to watch our video: Fuse
There is plenty going on beyond the legal work at A&O and there will be lots of opportunities to get involved in activities that enrich our culture and foster relationships. As a trainee, you will be encouraged to participate in certain activities focused around the recruitment of future trainees, such as representing the firm at the Hong Kong Law Fair and chatting to students at our open house events.

In addition to the events organised by our graduate recruitment team, you will also be invited to take part in several office-wide social events during your time with us. Our annual office Christmas party, the spring dinner, and celebration on the A&O junk during the dragon boat race, are just a few examples. The individual practice groups also arrange team drinks and our firm’s social committee organise ad hoc events from time to time.

Prior to starting your Training Contract with us, you will be invited to an ice-breaker event where you will have the chance to meet and get to know the rest of your cohort, as well as our current trainees. Future trainees are also invited to the office Christmas party.

We celebrate Pink Season with our annual A&OutHK “pink drinks” party. “A&Out” is one of the firm’s affinity networks that has been established for A&O partners and staff (regardless of their sexual orientation or gender) who are committed to building a workplace culture of openness, respect and inclusion for their Lesbian, Gay, Bisexual and Transgender colleagues. “A&OutHK” acts as a focus group for the Hong Kong office’s LGBT+ diversity work.
Our place in the market

A&O has an extensive breadth and depth of sector experience, spanning China and worldwide. We are a law firm that is at the very forefront of legal practice and we routinely top global performance rankings.

- 593
  - A&O lawyers ranked across all directories, 2019

- 1,030
  - A&O lawyers ranked across all Chambers & Partners directories, 2019

- 89 leading individuals
  - Corporate lawyers ranked as leading individuals by Chambers in 2020

- USD 1 trillion
  - Surpassed the USD1 trillion mark in 2019

- 48,655 hours
  - Recorded globally on pro bono and community investment work by our lawyers in 2019

- 450+ relationship law firms
  - In more than 180 countries

- Adviser on over 260 M&A deals in 2019

- Best International Firm for Women in Business Law

- International Law Firm of the Year - IFLR Asia-Pacific Awards 2020
Advising on transformational matters

**China Resources and China Resources (Beer) Holdings** on its USD3.1 billion exclusive China joint venture with the Heineken Group. This deal was rewarded FinanceAsia’s M&A Deal of the Year 2019, and was nominated for M&A Deal of Year 2019 at the ALB Hong Kong Law Awards.

**BMW** on its USD4.2 billion acquisition of control of Brilliance China Automotive Holdings Ltd. This deal was nominated for M&A Deal of Year 2019 at the ALB Hong Kong Law Awards.

**Ping An Group and Ping An Overseas Holdings**, together with another investor, on the acquisition of a controlling interest in iTutorGroup for approximately USD3.5 billion.

**BNP Paribas** and other underwriters on the global offering and listing of Central China New Life on the Hong Kong Stock Exchange.

**Shell (formerly BG) and Reliance** in multi-phased arbitration proceedings commenced under the UNCITRAL Rules against the Government of India relating to disputes exceeding USD5 billion arising out of two production sharing contracts concerning oil fields off the Indian coast, and also advising on related court proceedings.

**An international hedge fund** in relation to the theft of valuable algorithmic trading strategies by a rogue employee who fled to Hong Kong from the UK.

**A crypto-currency derivatives trading platform** in connection with a U.S. Government investigation into suspected breaches of sanctions and anti-money laundering laws.

**China CITIC Bank**, as mandated lead arranger, on the USD2.5 billion senior loan facility to Tianqi Lithium Corporation for the acquisition of a stake in Sociedad Química y Minera de Chile S.A., a company listed on the Santiago Stock Exchange. Finance Deal of the Year - Asia Legal Awards 2019.

**Lekki Port LFTZ Enterprise Limited (LPLEL)** (China Harbour as the lead sponsor together with Singaporean conglomerate Tolaram Group) on its USD629 million loan from China Development Bank, with Sinosure cover, in relation to the financing, the construction and the sub-concession arrangements for the first major part of Lekki deep sea port in Lagos State, Nigeria. Middle East and African Infra Deal of the Year: Lekki - PFI Awards 2019.

The joint lead managers and joint bookrunners on an issue by **Bank of China** of a small and medium enterprises-themed “Covid-19 Impact Alleviation” bonds – the first Chinese issuer to issue Covid-19 social bonds in the offshore market. This landmark transaction comprised a HKD4 billion 1.95 percent bond due 2022 and a MOP1 billion (the Macau currency, the Macanese pataca) 1.90 percent bond due 2022.

The joint global coordinators, joint bookrunners and lead managers on **Xiaomi Corporation’s** issuance of USD600 million senior notes due 2030, offered pursuant to Rule 144A and Regulation S. This is a landmark transaction for Xiaomi as it represents the Chinese smartphone giant’s first international bond offering. This is also one of the first few transactions in China’s investment grade bond market following the outbreak of Covid-19.
Your route to qualification

We recruit from a wide variety of campuses and we are interested in graduates from a broad range of disciplines. This diversity of background and skills is vital for our business, as the role of a lawyer evolves and our clients’ needs become ever more sophisticated. The path to qualification looks broadly like this:

Non-law student requirements

Non-law students are required to attain a law degree or law compliance recognition qualification, such as the Graduate Diploma in Law (GDL) in the UK, Common Professional Examination (CPE) in Hong Kong or further studies for a Juris Doctor (JD) in Hong Kong or Australia or a Bachelor of Laws (LLB) in Hong Kong, Australia or the UK (common law/commonwealth jurisdictions).

If you choose to do a GDL in the UK, you are welcome to apply for a Vacation Scheme in the final year of your undergraduate degree.

Vacation Scheme

A four-week work placement with us in Hong Kong, in either June or July.

A&O Training Contract application

We primarily select our trainees from the Vacation Scheme and offer them a Training Contract two years in advance. We will, however, consider direct Training Contract applications on a case-by-case basis throughout the year, if vacancies are available.

Postgraduate Certificate in Laws (PCLL)

You must complete the PCLL course at one of the university providers in Hong Kong – The Chinese University of Hong Kong, The City University of Hong Kong or The University of Hong Kong.

Studying for Juris Doctor?
The Vacation Scheme is for you too.
We recognise that some of you are already sure that you want to be a lawyer and are considering which firms to apply to, while others are also looking at alternative career options. Whether virtual or in-person, our insight sessions and career talks are a great way to find out more about working with us and whether we are the right choice for you.

We normally hold an Open Evening at our Hong Kong office, usually in September or October. These sessions are primarily targeted at Hong Kong-based students. We also host visits for the members of several student societies from the UK.

Connecting with us early and joining one of our events is the best way to get your questions answered and get a feel for our culture. We also attend the Hong Kong Law Fair in September each year as well as the Hong Kong-focused law fairs that are held in November in the UK (London, Oxford and Cambridge) and in March/April in Australia (Sydney and Melbourne). In addition, we hold a number of information sessions at various universities in the UK and Australia.

Understandably, some or all these activities may be held virtually this year, please check our careers page for details.
Starting out – A&O First

A&O First is our work experience programme for UK based first-year undergraduates and second-year undergraduates on a four-year degree course. It offers real insight into the firm and provides you with the tools and resources to develop the skills required for a career in law.

The programme has been designed to help you grow both personally and professionally.

As well as real work experience in our London office, it will include soft skills sessions and networking opportunities to help you build on your commercial awareness, legal expertise and employability.

During and beyond this year, we will establish a relationship that will continue to build as you progress through university.

You’ll also be paired with an A&O trainee who will offer on-going support throughout the scheme and beyond. We also offer further training and support in your second year to guide you through the recruitment process and develop your skills. Our goal is to help you decide if A&O is the right place for you.

International A&O First

As one of the world’s biggest international law firms, we have a large global network, so it’s important our people foster a global mind-set from day one. That’s why we offer students attending A&O First the opportunity to apply for additional work experience in one of our international offices. This global experience will give you an international outlook and the opportunity to see how our teams collaborate across the globe. Please refer to our careers site for further details.

Learn more about our A&O First programme: allenovery.com/careers
We often hear that students have a tough time in differentiating between firms. Joining a Vacation Scheme is a great way to experience our work and culture first hand. In Hong Kong, we run two Vacation Schemes per year (one in June and one in July).

During the Vacation Scheme, you will gain experience in our practice areas, working alongside our lawyers on real deals and cases. There will also be plenty of time to socialise with our lawyers, partners, other Vacation Scheme students, and the graduate recruitment team during your placement. This will help build your network and broaden your understanding of the firm.

If you participate in the Vacation Scheme, we will assume that you are interested in an A&O Training Contract commencing two years later.

So while you are getting to know us, we will also take the opportunity to assess whether a career with A&O is right for you. We will be testing your ability in a number of areas, namely a technical drafting test in English, a Chinese drafting assessment, and a spoken Mandarin test. Each Vacation Scheme student is also guaranteed an interview for a Training Contract with us. This interview will take place in the final week of your Vacation Scheme. The combined feedback from these assessments, your interview, and your performance during the scheme will determine whether you receive an offer of a Training Contract.

Learn more about our Vacation Schemes: allenover.com/careers
All non-law students who are interested in pursuing an A&O Training Contract must obtain a law degree or law compliance recognition qualification, such as the Graduate Diploma in Law (GDL) in the UK, Common Professional Examination (CPE) in Hong Kong, a Juris Doctor (JD) in Hong Kong or Australia, or a Bachelor of Laws (LLB) in Hong Kong, Australia or the UK.

**PCLL**

All future trainees, regardless of where they have studied their law degree, will need to complete the PCLL in Hong Kong prior to starting a Training Contract.

The PCLL providers that we recognise are: City University of Hong Kong, The Chinese University of Hong Kong, and The University of Hong Kong. You will get to know many of your fellow trainees and future colleagues on the PCLL course and will have the opportunity to begin building your network through social events organised by our firm even before you join us as a trainee.

Non-Hong Kong law students must successfully pass conversion examinations in order to be eligible for the PCLL course.
Postgraduate coursework – All trainees in Hong Kong are introduced to the selected modules of the A&O LLM Commercial Legal Practice course offered by BPP University in London. These modules have been developed by A&O and BPP to ensure you are best equipped for what will be expected of you as a trainee. All of the modules are available online, where you can easily manage your pace of study alongside your work. The course is intended to bridge any gaps in knowledge between the PCLL and practice, and will be of great benefit to your day-to-day work.
We take your training very seriously at A&O. When you join us, you may have some idea of where you want to specialise, but we believe it is important to give you as broad an exposure to our business as possible. The standards and expectations are high but you will be well supported by professionals who recognise that it is people like you who represent the future success of our firm.

Your A&O Training Contract will usually be based on six-month rotations – known as 'seats' – in four of our core practice areas – Banking, Corporate, Dispute Resolution, International Capital Markets, and Regulatory. You will be assigned a trainer (usually an associate), and you will be integral to the day-to-day operation of your department, working on transactions and cases, taking real responsibility and gaining plenty of client exposure.

Shortly before you start your A&O Training Contract, we will ask you to identify your two most preferred seats and you are guaranteed to sit in at least one of those during your Training Contract, and most people sit in both. Furthermore, one of your seats will take the form of a six-month secondment to our London office. This London seat will help you to develop a broader perspective on the work of a lawyer and prepare you for life as a qualified solicitor so it’s no surprise that 100% of our trainees take advantage of this opportunity. London secondments typically take place in the penultimate or final seat.

You will receive training and support in a variety of ways, including mentoring from your supervisor. You will be given department-specific training at the start of each seat to ensure that you are well-equipped to make the most of your time there. You will also receive ‘Know-How’ and ‘Professional Skills Training’ from the Professional Support Lawyer in each department, which aims to build on the foundations you have established during the Postgraduate Certificate in Law, and develop your ability to contribute to the teams you work with during your Training Contract.

Your professional development is a priority for us and you will have an unrivalled training experience that will set you up for the rest of your career wherever it takes you.

You will take on greater responsibility as you move through your seats and we’ll support you every step of the way.
Beyond qualification

Qualifying as a lawyer is an important milestone, and is just the beginning of your professional development at A&O. We want you to continue to grow as a professional and shape a career that you find rewarding and stimulating, while continuing to contribute to our success as a business.

Joining one of our practice areas as an associate, you will have access to a suite of associate development programmes that have been designed to build the core non-technical skills that you will need to progress your career and meet the demands of your new role. These include client skills, people management, and managing deals with maximum effectiveness.

As an associate, you will continue to be given challenging experience on deals, and will become responsible for increasingly complex elements of the transactions on which you work. We expect our people to be open to working in other offices; last year we placed a number of colleagues on international and client secondments.

These short-term placements provide opportunities to increase your technical knowledge while learning more about other cultures and global markets.

As you progress within the firm as an associate, you will take on significant new responsibilities, including the supervision of trainees. Knowledge-sharing and developing others are fundamental to our culture, and you will be well supported in refining the skills and behaviours necessary to help your trainees to progress.

Beyond that, there are many career paths you can take. We have a strong tradition of promoting our people into partnership, and this year we promoted 29 new partners across our network. However, we do recognise that for many of our talented associates, partnership is not an aspiration. Some may choose the route of counsel, which offers you another way to operate in the firm at a senior level and specialise in a technical aspect of law.

We are also pioneering new ways for our talented lawyers to use their skills and experience to work outside the traditional legal career framework. We have launched a number of businesses that provide legal services to clients in alternative and innovative ways. Peerpoint provides a platform for experienced and ambitious lawyers to develop their careers outside the traditional partner or general counsel route – through consulting. Peerpoint gives its consultants more control over how, when and where they work, along with the support of A&O’s network which includes access to the best work, clients, experts and Know-How resources. Peerpoint consultants may take on assignments with A&O or with clients. aosphere, another of our businesses, provides opportunities for securities-focused lawyers to deliver online subscription-based services in compliance and legal risk.
Whatever you decide is right for you, the training, experiences and skills you acquire during your time here will provide a valuable platform for your future development.

**Life beyond A&O**

One of the greatest benefits of training with our firm is the foundation we will give you in business and the exposure to decision-making at the highest levels within a wide range of organisations. We will help you become the most skilled, accomplished, business-focused lawyer you can be. Where your career takes you is then up to you.

We want all of our trainees to develop long-term, rewarding careers, and we recognise that for some of our people, their long-term futures may lie either partially outside the firm with A&O affiliated businesses or with another employer altogether. Many of our alumni are now pursuing successful careers as general counsel at multi-national corporates and banks, senior executives on the business side of our clients, and key influencers at regulatory bodies. Others will use their experience as a springboard to launch different careers in law, business, charity or even politics. This is a natural part of the life of a major law firm and we will support you in making the choices that are right for you at every stage of your career – even if that means moving away from our firm.

It is important to us that we maintain positive relationships with all of our people, and we currently have a community of over 8,000 alumni in 70 countries. Through this network, you can share experiences and make new connections that lead to business and career development opportunities – including the possibility of returning to the firm one day. A few years ago, our London office launched the Return to Law programme, ‘I’m Back’, which provides a platform for lawyers to rejoin the profession following an extended period away, and particularly supports our commitment to increasing the numbers of senior women in law.

Having trained with the firm, you will be someone whose qualities and experience are recognised and valued around the world.

> Click here to listen to our podcast: From law to a new challenge. The world is your oyster

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new partners were promoted this year around the network
What we look for

There is no such thing as a typical A&O candidate. We are open-minded and are interested in people who share that quality. Naturally we are also looking for individuals who can demonstrate consistently strong academic performance, so we expect you to be heading for at least a 2:1 degree or equivalent (3.3 GPA or above for JD students, or a High Commendation or Distinction if you are based in Australia). To work in Hong Kong, you will also need Chinese (written and spoken) language skills. Beyond this, we will be looking for evidence of critical thinking, organisation, resilience, amongst other attributes, as well as a commitment both to a career in law and to A&O as a firm.

Click here to listen to our podcast: When written applications and skills tests start making sense
Apply

The first stage of the process is an online application. As part of this, you will be asked to submit your academic history, provide details of your work experience and answer several motivational questions.

Once you submit the application, you will be prompted to complete an immersive video based Situational Judgement Test (SJT), which should take 20 minutes. The SJT is designed to provide a realistic preview of what you may experience as a trainee at A&O. Further instructions will be provided once you start the SJT.

Top tips for your application

• Understand our requirements – prepare some examples to show that you have the skills we are looking for.
• Make the most of your experience – highlight what you have gained from your experiences, try to show your appetite for responsibility and capacity to influence events and outcomes.
• Be commercial – show an interest in the legal industry and what is going on in the world and how it might affect us and our clients.
• Focus on this firm – of course we expect you to apply to other firms, but make sure you tailor your answers to demonstrate why A&O is right for you.
• Be accurate – attention to detail is a fundamental skill of a lawyer.

Interviews

If your application is successful, the next stage will be a one-to-one interview with HR based around your application form and will assess your skills and knowledge, and your motivation for a legal career at A&O. You will also be invited to take part in an assessment with a Partner, during which we will be looking to assess your skills, technical knowledge, and your commercial awareness.

Top tips for your interviews

• Revise and prepare – re-read your application form; we're going to ask you about it.
• Stay up-to-date – track business and world events, form opinions and be prepared to discuss them.
• Make the right impression – be confident, self-assured and enthusiastic.
• Ask us pertinent questions – it’s a two-way process, so ask insightful questions that will help you to decide if we are the right firm for you.

Process

The application window will reopen each year in early September until the end of February. There will be different deadlines depending on where you are based. You must submit your application online via our website. Your résumé, academic transcripts, and reference letters can be attached to your online application. Please be aware that we look at applications and schedule HR interviews on a rolling basis.

31 December, 2020 –
deadline for HK and UK

January
Partner Interviews
for UK based students

February
Partner Interviews
for HK based students

March
Partner Interviews
for Australia based students

Click here to listen to our podcast: One final hurdle: the assessment centre

Click here to listen to our podcast: How can I make the most of my pre-application experience
What we offer

Our package of rewards and benefits will provide you with a range of financial benefits, facilities and services to help you develop a truly satisfying career, maximise your ability to support your clients, and enjoy a lifestyle that is as balanced as possible.

My cash reward and savings

- Current salary for first year trainees: HKD576,000 (HKD48,000 per month) plus discretionary bonus for trainees, totalling approximately HKD52,000 per month
- We review our starting salaries on an annual basis – these numbers offer a guide only and will be confirmed before you join us. Your salary will be reviewed at the end of the first year of your training contract and an increase may be awarded at this point

Health & wellbeing

- Mandatory Provident Fund Scheme – a pension scheme
- Group medical insurance
- Group life insurance
- Permanent health insurance
- Personal accident insurance
- Business travel insurance for trainees on secondment to London

Time out

- 22 days leave for each year of your Training Contract
- Birthday leave
- Six weeks of unpaid qualification leave

Financial security

- PCLL fees reimbursed in full. We require all of our future trainees to apply for the UGC funded (Government funded) PCLL space. If you receive a partial grant from the government, we will cover the balance. If your application for a government grant is rejected, we will cover the fees in full
- A maintenance grant of HKD60,000 towards your living costs during the PCLL year
- Future trainees who achieve a first-class LLB degree and/or an overall distinction of the PCLL will receive a cash award for HKD6,000 for each

Taxation

- Enrolment in our rental reimbursement scheme

Find out more about rewards and benefits: allenovery.com/careers
Get in touch

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(select ‘Hong Kong’)
A&O is an international legal practice with approximately 5,500 staff, including some 550 partners, working in 43 major centres worldwide. Allen & Overy LLP or an affiliated undertaking has offices in each of these locations:

**EUROPE**
- Amsterdam
- Antwerp
- Barcelona
- Belfast
- Bratislava
- Brussels
- Bucharest (associated office)
- Budapest
- Düsseldorf
- Frankfurt
- Hamburg
- Istanbul
- London
- Luxembourg
- Madrid
- Milan
- Moscow
- Munich
- Paris
- Prague
- Rome
- Warsaw

**ASIA PACIFIC**
- Bangkok
- Beijing
- Hanoi
- Ho Chi Minh City
- Hong Kong SAR
- Jakarta (associated office)
- Perth
- Seoul
- Shanghai

**SINGAPORE**
- Singapore
- Sydney
- Tokyo
- Yangon

**MIDDLE EAST**
- Abu Dhabi
- Dubai
- Riyadh (cooperation office)

**THE AMERICAS**
- New York
- São Paulo
- Washington D.C.

**AFRICA**
- Casablanca
- Johannesburg

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