It’s going your own way
Choosing the path for you
Blazing a new trail

IT’S TIME.

A career in Law – Singapore
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01 WELCOME.
03 IT’S TIME TO MAKE YOUR MARK.
04 OUR OFFICE.
07 GETTING TO THE TOP TOGETHER.
08 PUT THE COMPETITION FAR BEHIND YOU.
11 GLOBAL REACH, LOCAL DEPTH.
12 SAME PATHS, DIFFERENT JOURNEYS.
15 A FRESH PERSPECTIVE CHANGES EVERYTHING.
16 TAKING THAT DEEP BREATH.
16 IT’S ALWAYS WONDERING WHAT’S NEXT.
21 THE CHALLENGES TOMORROW WILL BRING.
23 GRADUATION, ELATION.
Welcome.

Allen & Overy has the largest Asia Pacific footprint of all the global firms in the region. Across the network over half of our transactions involve three or more jurisdictions, and nearly three-quarters of the work we do draws on the resources of two or more of our offices. But what does this mean for you?

This year we are celebrating our 25 year anniversary in Singapore, joining a firm with such deep ties to the region means we are consistently engaged on the most significant deals across all of our practice areas.

As a trainee you will be working on active cases from day one alongside the best lawyers in the market. Working on cross-border matters with your colleagues is the norm and we actively encourage you to experience Allen & Overy across multiple offices through our secondment programme. Having an international mind set is not just a useful quality but has become an essential part of our job. Alongside this we offer a top class training programme which will provide you with the skills to develop not just as a lawyer, but also as a business person.

I trust the information in this guide answers many of the questions you may have and the opportunities that we can offer. I hope to be welcoming you to the firm very soon.

Chris Moore
Managing Partner, Singapore
It’s time to make your mark.

Our role as international commercial lawyers involves more than offering legal expertise; it’s about delivering insight and using the law as a tool to address commercial challenges and drive results for our clients.

Our training provides an outstanding foundation for a career in law, 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.

1st
First large international firm to open offices in Dubai, Africa and Australia.

87%
In the last year globally we worked for 87% of Forbes’ top 100 public companies.

Learn more about how we operate: allenovery.com/careers
Allen & Overy Singapore is a hub for the firm’s work across ASEAN and India. Our history in Singapore spans more than 25 years. We routinely manage complex and cross-border transactions from Singapore in a way our clients describe as second to none; our teams regularly receive the highest rankings in all key international publications such as Chambers, Legal 500 & IFLR 1000.

The Singapore team provides legal advice across a range of practice areas, including corporate (incorporating private equity and M&A), international arbitration, debt and equity capital markets, restructuring and insolvency, banking and finance, global loans, asset finance, project finance, leveraged finance, derivatives and structured finance, securitisation, Islamic finance, and anti-bribery and corruption.

We were one of the first international firms to be granted a Singapore Qualifying Foreign Law Practice (QFLP) in 2008, allowing us to practice Singapore law, and one of only four to have had the license renewed for a further full five year term in 2014.

We provide clients with the highest quality Singapore, English and U.S. legal advice and are able to leverage our strength in local law capability to manage the more complex international deals with Singapore law elements.

We are consistently engaged on the most significant deals in Singapore across all of our practice areas. As a trainee this means you will be exposed to cutting edge work alongside a diverse group of people who are extremely committed, and who enjoy working together as a team for the benefit of our clients.

Starting a Training Contract with Allen & Overy Singapore is just the beginning of what will be a stimulating and rewarding legal career. Our Singapore office offers a unique opportunity to be trained as an England & Wales qualified lawyer. We will work closely with you to ensure you have the right support to develop into a successful international commercial lawyer, in fact one of the things our trainees value most about being at Allen & Overy is the award-winning training they receive.

As a successful global firm we look for people who have an international outlook, as a trainee, you will work closely with colleagues across our international offices and will build up a network of cross-jurisdictional contacts. As business, law and finance become ever more globally integrated, a new and specific class of lawyer is needed, one with a clear understanding of how the requirements of their clients are changing in this increasingly international landscape.

Singapore International Law Firm of the Year
Chambers Asia Pacific Awards 2017
We work across an average of 20 countries for our top 50 clients.
We welcome people who are brave, entrepreneurial and agile. People who aren’t afraid to go beyond their comfort zone, and want to work at the forefront of their profession.

The calibre of the people we recruit, and the platform of training we provide, are fundamental to our success. We foster a culture in which diversity is valued, and our people are free to be themselves.

In every sense we’re 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 Allen & Overy different.

Getting to the top together.

More Band 1 rankings than any other international law firm in the ASEAN region

Chambers Asia Pacific 2017
Put the competition far behind you.

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 is second to none. From our expansion into new jurisdictions, flexible working for partners, and 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.

We also recently launched Fuse in our London office, a tech innovation space where legal tech companies, clients and our legal technologists will collaborate to create solutions to some of the most intractable challenges faced by companies, financial institutions and law firms today.

5 times

Only firm to have featured in the top three of the Financial Times Innovative Law Firm ranking every year and to have topped the list five times.
Global reach, local depth.

The firms’ global footprint is perhaps the most obvious external expression of our commitment to taking bold action and following our own path. With offices in 31 countries, Allen & Overy is adapting to a rapidly altering and more competitive landscape.

Our view is that to handle the biggest matters and the most interesting work we have to build a reputation that resonates with globally-minded companies. In order to achieve this, we have to set out to offer global reach and local depth – to combine presence in the key global locations with the expertise of a deeply-rooted local law firm.

Since establishing a presence in Asia more than 25 years ago, we have earned a reputation for providing innovative and high-quality advice that has stewarded numerous complex deals to successful conclusion for our clients. Our lawyers are based throughout the region which enables us to keep our clients up to speed with local legislative and regulatory developments as and when they occur in each jurisdiction. Indeed, we are one of the very few global law firms that can provide a truly integrated capability across the Asia Pacific region.

There can be no doubt that the practice of law and the expectations of our clients are changing. By embedding advanced thinking throughout the firm, and being prepared to move first and go beyond what has been done before, we are making sure that we are ready to tackle whatever the future holds. For aspiring lawyers thinking about joining Allen & Overy, that means one thing – opportunity.

We’re proud to have the resources, the vision and the mindset to build solutions for the future, whatever it may hold.

201

Our lawyers were ranked in Band 1 and 2 in 201 categories across all Legal 500 Directories, the highest of the global elite group of international law firms.
When hiring in to Allen & Overy, we are more interested in where you are going than where you have been, and what kind of lawyer you can become is more important than your current knowledge of law. In the Singapore office we hire our trainees from students who have completed a summer internship with us.

Same paths, different journeys.
Hit the ground running.

If you’ve got talent and tenacity, it’s time you got the kind of exciting, challenging career that you deserve. There’s no such thing as a typical Allen & Overy candidate. We’re open-minded and are interested in people who share that quality. Naturally we are looking for individuals who can demonstrate strong academic performance – we expect you to be heading for at least 2:1 degree (or equivalent), and have at least 340 UCAS points (AAB) at A-level (or equivalent).

However, we mean it when we say your university is not relevant to our selection – we do not have a shortlist of preferred universities. So whether you are at a Singapore university, UK university or somewhere else in between we want to hear from you.

Throughout each stage of your application we’ll assess you against the characteristics that make up our competency framework. These are the personal attributes that we believe make people successful at Allen & Overy.

- You’re good at dealing with competing demands on your time. You know the difference between urgent and important, and you keep track of deadlines and expectations.
- You’re fascinated by the business and commercial world in which our clients operate, anticipating the impact that decisions and outcomes will have on them.
- You aim for great results, and you don’t give up until you achieve them. You adapt quickly to sudden changes of direction and unexpected challenges.
- You’re good at dealing with competing demands on your time. You know the difference between urgent and important, and you keep track of deadlines and expectations.
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You love reading around a subject and finding innovative solutions to problems. You’re quick to identify patterns and trends, and you know how to put your knowledge to practical use.

You value the relationships you’ve built with your colleagues and you want to support them. You’re always ready to collaborate where it’s needed, as well as share knowledge to help the team. You articulate your ideas clearly, and you’re receptive to new ones.

Explore the options available to you: allenovery.com/careers
A fresh perspective changes everything.

We often hear students have a difficult time in differentiating firms. Joining our internship programme is a great way to experience first-hand our work and culture. In Singapore we run a 3 week internship programme during the summer months. Most participants are either in their penultimate or final year of an undergraduate law degree. We also welcome applications from people who have already graduated and have completed their LPC.

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

As one of the world’s largest law firms, our lawyers are working in multi-jurisdictional teams on a daily basis and expect our lawyers to work overseas during their career – cultural awareness, teamwork and a global mind-set are skills that are vital to your success as a lawyer here.

The Singapore internship will run for three weeks starting July 16th 2018 and will allow for rotations through two legal practice areas. Students who complete an internship with us will be considered for an England & Wales training contract in our Singapore office at the end of the programme. The decision will be based on their performance during the internship, as we do not conduct additional interviews. We ultimately believe an internship is a two-way process and a chance for you to work out if Allen & Overy is the right firm for you. While there will be some assessment during your time on the scheme, our main focus is giving you exposure to our business and providing opportunities for you to learn and develop.

“An internship is a two-way process”
Before you can practise law as an England & Wales Solicitor you must first pass the Legal Practice Course (LPC) at an accredited law school. If you have not completed a qualifying law degree, you must also first study the Graduate Diploma in Law (GDL) before taking the LPC.

We have selected BPP as our law school partner for both qualifications* to ensure that you arrive here with the best possible foundation in legal knowledge and skills, and are ready to start working with our clients.

**Graduate Diploma in Law**

The GDL is a one-year compulsory qualification for all UK graduates who have studied degrees other than law or international students who have studied law but do not have a recognised qualifying law degree. It provides a comprehensive grounding in all the relevant technical aspects of commercial and criminal law so that by the time you begin your LPC (alongside graduates who have studied law in the UK) you are not at a disadvantage. You can take the BPP GDL, which has been tailored to meet the needs of Allen & Overy at any one of seven city locations around England.

**A&O LPC (MA with Business)**

All future trainees, regardless of their degree, are required to take the A&O LPC (MA with Business) at BPP in London. This bespoke seven-month accelerated course has been designed to give you both the technical skills and commercial awareness to be able to start delivering for our clients from your very first day at the firm. Alongside technical modules you’ll undertake projects on business finance, business strategy and business intelligence that will give you real insight in to the kinds of issues our clients are facing. We work closely with BPP to develop course content that accurately reflects the work of a City law firm and which features materials and examples drawn from our client work. As well as preparing you for your A&O Training Contract, completing this course will give you a Masters qualification in business, adding to your skills and further enhancing your future employability.

**Financial Support**

If you accept an offer of an A&O Training Contract, we will provide financial support during your law school studies, and pay your tuition fees. For candidates studying for the GDL, we will provide an annual maintenance grant of GBP8,000 in London (or GBP7,000 elsewhere in the UK). We will also provide a maintenance grant of GBP7,000 while you take the accelerated A&O LPC (MA with Business). In addition we reward a GBP500 prize to future trainees who achieve a first class degree and/or a distinction in every module of the LPC. You can also apply for an interest-free loan of up to GBP2,000 to be repaid by the end of your period of training. This can be issued as additional financial support while you are undertaking your studies or for something that will contribute to your development, such as a language study course or to undertake a pro-bono or community initiative.

*In the event that you have already completed the GDL or LPC with another provider, we will recognise these qualifications.
It’s always wondering what’s next.

When you join us, you may have some idea of where you want to specialise, but we believe it’s important to give you as broad an exposure to our business as possible. You’ll be performing important tasks and taking on meaningful responsibility as possible. We think it’s important that what you do is real, practical and substantive with as much client time as possible. The standards and expectations are high but you’ll be well supported by professionals who recognise that it’s people like you who represent the future success of our firm.

Your A&O Training Contract will be based on four six-month rotations – known in the legal profession as ‘seats’. You will sit with a supervisor – usually a partner or senior associate – and actively contribute to the day-to-day operation of that department, working on transactions and cases, taking real responsibility and gaining plenty of client exposure.

You will spend a minimum of 12 months of your A&O Training Contract in at least two of our three main transactional areas Corporate, Banking and International Capital Markets and you can express your preference for your first seat.

In your third or final seat you will experience an international secondment to our London office. In addition to seat-based learning, you will also undertake our Professional Skills Course, which aims to build on the foundations you established during the A&O LPC. The aim is to develop your commercial skill-set and to enhance your ability to contribute to the teams you work with during your A&O Training Contract.

As you go through the A&O Training Contract and gain experience, your level of responsibility will increase. Your professional development is a continuing priority for us and we will deliver training and support in a variety of ways, including mentoring from your supervisors and department specific courses. People in every part of the firm will help you; there is a good balance between support and supervision, and being encouraged to work independently. We have a strong record of retaining our trainees – in 2016, globally we retained 89% of our trainees – but whatever your future holds, your A&O Training Contract will give you a platform of skills and experiences on which to build a long-term career.

“We think it’s important that what you do is real, practical and substantive”
new partners were promoted last year around the network.
Qualifying as a lawyer is an important milestone, and is just the beginning of your professional development at Allen & Overy. 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’ll continue to be given challenging experience on deals, and will become responsible for increasingly complex elements of the transactions on which you work. We’ll also give you the opportunity to spend time working in other offices; last year we placed hundreds of people on both long and short terms international secondments. These short-term placements provide opportunities to increase your technical knowledge while learning more about other cultures and global markets.

After around five years as an associate, you will be considered for promotion to senior associate. At this stage you will take on significant new responsibility, including the supervision of trainees.

Knowledge-sharing and developing others are fundamental to our firms’ culture, and you will be well supported in refining the skills and behaviours necessary to help 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 last year we promoted 24 new partners across the firm.

**Life beyond A&O**

We want all of our trainees to develop long-term, rewarding careers, and we recognise that for some of our people, their 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. We currently have a community of 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.
If your application is successful, the next stage will be an interview with us. Generally however, our interviews are based on your application and will assess your skills and knowledge, your motivation for a legal career at Allen & Overy and your commercial awareness. Most importantly, through the interview process, we want to get to know you and we expect that you will want to get to know us.

Top tips for your interview
- Use the same approach to the preparation in your application for your interview – use the opportunity to showcase your potential.
- Revise and prepare – revisit your application; we’re going to ask you about it.
- Stay-up-to-date – track business and world events, form opinions, be able to demonstrate the impacts they might have on our business and be prepared to explain them.
- Make the right impression – be on time, confident and enthusiastic.
- Ask us pertinent questions – it’s a two-way process, so ask insightful questions what will help you decide if we are the right firm for you.
Internship offer

After your interview we will get back to you with a decision as quickly as possible.

Regardless of the outcome, we are committed to providing constructive feedback on your performance at interview. This will help you to refine your interview technique and preparation for any future applications.

And, of course if it’s good news, the Graduate Recruitment Team will be on hand with the information you will need and will stay in touch and keep you updated right up until the day you start your internship.
Allen & Overy is an international legal practice with approximately 5,400 staff, including some 554 partners, working in 44 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
- 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
- Jakarta
- (associated office)
- Perth
- Seoul
- Shanghai
- Singapore
- Sydney
- Tokyo
- Yangon

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

**NORTH AMERICA**
- New York
- Washington, D.C.

**CENTRAL & SOUTH AMERICA**
- São Paulo

**AFRICA**
- Casablanca
- Johannesburg

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