

ALLEN & OVERY

~~Accept~~
Change
what's next.



Learn more
[allenoverly.com/careers](https://www.allenoverly.com/careers)

Belong. Excel.



Contents.

03 WELCOME.

07 THE START OF YOUR ADVENTURE.

08 OUR OFFICE.

11 GETTING TO THE TOP TOGETHER.

12 WORK AT THE CUTTING EDGE.

15 GLOBAL REACH, LOCAL DEPTH.

16 DIVERSITY, EQUITY AND INCLUSION.

17 MENTAL HEALTH AND WELLBEING.

18 FORWARD THINKING FUSE.

20 FIND THE PATH FOR YOU.

21 YOUR ROUTE TO QUALIFICATION.

23 A FRESH PERSPECTIVE CHANGES EVERYTHING.

24 TAKE A BREATH. STEP FORWARD.

26 IT'S ALWAYS WONDERING WHAT'S NEXT.

28 APPLY.



Welcome.

Allen & Overy has the largest Asia Pacific footprint of all the global firms in the region which means as a trainee you will be working on cross-border matters from day one alongside the best lawyers in the market. Having an international mindset has become an essential part of our job and A&O are looking for bright forward thinking people who not only embrace change but want to be at the forefront of it. A&O will provide you with an environment that values your individuality, supports your development and gives you the skills to excel not just as a lawyer, but also as a business person.



Gautam Narasimhan
Joint Managing Partner



Tim Beech
Joint Managing Partner



At Allen & Overy, what we do goes beyond delivering an outstanding service. We lead the market by creating new solutions for our clients' most complex legal and business challenges, helping them grow, innovate and thrive. By thinking creatively and entrepreneurially, we challenge expectations, push boundaries and build for the future.

As important as our work is, we know that it's also imperative for our people to have a life beyond it. We expect you to own your career, and in turn, we will provide you with the support you need to seize every opportunity. Everyone at A&O is given the space and encouragement to pursue the goals, interests and passions that make them who they are.

Belong. Excel.







The start of your adventure.

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.

Asia Pacific Law Firm of the Year

Chambers Asia Pacific & Greater China Region Awards 2022

Learn more about us: allenoverly.com/careers

Our office.

Allen & Overy Singapore is a hub for the firm's work across ASEAN and India. Our history in Singapore spans more than 30 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 are one of the first international firms to be granted a Singapore Qualifying Foreign Law Practice (QFLP) in 2008, allowing us to practice Singapore law.

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.

International Law Firm of the Year

IFLR Asia-Pacific Awards 2021 and 2020





23

Our top 50 clients were advised by an average of 23 offices.





Getting to the top together.

As part of our high-performance culture, we have high expectations of one another in everything we do. We foster a working environment based on collaboration and mutual respect, where everyone is trusted to do their very best work in the way they see fit, to a standard we all share.

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.

11 Band 1 rankings
including Banking & Finance,
Capital Markets, Corporate/M&A
and Projects and Infrastructure
(International firms) categories

Chambers Asia Pacific 2022

Work at the cutting edge.

At A&O, we offer much more than just legal advice. We work at the forefront of new developments, delivering critical insight and addressing the world's largest commercial challenges to help drive results for our clients. The practice of law is constantly transforming, and it is A&O that is setting the pace and leading the way for the future. We've already pioneered some of the industry's most talked about innovations, including Fuse, our Peerpoint consultancy and our Advanced Delivery Centres.

That's why our training is designed to give people licence to be pioneers who challenge ways of working rather than follow them, all on top of providing an outstanding foundation for a career in law. It's also why we foster a culture of inclusivity and innovation; one that recognises and rewards those who apply fresh approaches to familiar problems and embrace every challenge as an opportunity.

In every sense, we're one global team: over three quarters of revenue is derived from matters involving more than one country. We're supportive, collaborative, ambitious and driven. Our capacity to combine these qualities and provide a setting in which all of our people can thrive is what sets A&O apart.

6x

Winner of the Financial Times
Innovative Law Firm Awards.









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 more than 40 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.

Diversity, Equity and Inclusion.

We all thrive when what makes us different is embraced. At A&O, we know we cannot advance as a firm by all being the same, which is why diversity, equity and inclusion is one of our strategic priorities. It is central to the kind of firm we want to be.

Everyday, we are working hard to create an environment where everyone feels that they can bring their authentic selves to work, to thrive and achieve their potential. To feel like they belong. To be All In.

We know that by listening to our people and sharing experiences help to understand barriers that diverse colleagues face and works to create an inclusive environment. Building on this, our commitment extends beyond our walls, utilizing our expertise on a wide range of global issues in collaboration with clients and other organisations.

➤ [Find out more here](#)



“At A&O we recognise that people are different, in ways that we can see and ways that we can’t. We think that is a good thing. As well as creating a rich working environment that makes our work more enjoyable, the business benefits are clear. In a fast moving and complex world being diverse and ensuring that we are inclusive helps us to attract the best people, innovate and understand and relate to our clients.”

Wim Dejonghe
Senior Partner



Mental health and wellbeing.

Minds Matter

Our Minds Matter programme encourages an open culture where we can discuss our mental health, provide support where it is needed and champion working practices which facilitate positive mental health for all. There are extensive resources available to all of our people including trainees.

In Singapore, A&O collaborates with ICAS to provide employees with free confidential mental health and wellbeing support through our new Employee Assistance Programme (EAP).

All employees globally have free access to wellbeing apps (Headspace and Unmind). There are more than 40 Mental Health Advocates – partners and senior support professionals – across the business globally. We are signed up to the Mindful Business Charter, provide online mental health awareness training globally and host a programme of wellbeing talks and seminars.



[Find out more here](#)



Forward thinking **Fuse.**

At Fuse we fuel a culture of digital innovation in the legal sector.

We identify best-in-class technologies, provide experiential learning opportunities and promote technology adoption, by bringing together A&O lawyers and clients with our resident cutting-edge tech providers.

Our hub provides a collaborative space where teams can experiment with, develop and test legal, regulatory and deal-related solutions.

Experience emerging technologies first hand

Fuse is a learning lab where we facilitate interaction between legal technology and our clients.

Setting our ambition

Through supporting best-in-class technologies, even those at a very early stage, we demonstrate our commitment to the future.

Enabling A&O lawyers to use legal tech with confidence

Fuse supports our lawyers in looking for opportunities to deliver our projects and advice efficiently by selecting and deploying legal tech to greatest effect.

Putting lawyers at the heart of product development

Enabling clients, and A&O lawyers, to co-develop ideas with some of the most promising entrepreneurs.

Our technology radar

Our market intelligence and strong supplier relationships help us provide recommendations which match client-specific needs and sensitivities.

“ Fuse empowers A&O to rethink. Working with LegalTech companies, we rethink how we do our work. The FinTechs nominated by our clients allow us to rethink what expertise we need to gain. With our fifth cohort, I hope to connect our lawyers and clients seamlessly with the best tools on the market providing opportunities for us to learn, innovate and deepen our relationships across the ecosystem. ”

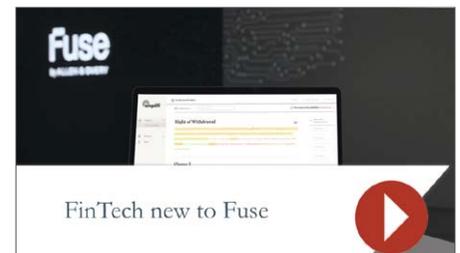
Shruti Ajitsaria – Partner and Head of Fuse

Industry First

Assisted by A&O, Nivaura completed an industry first. Nivaura successfully issued a fully automatic cryptocurrency bond that's also cleared, settled and registered on a public blockchain infrastructure. Nivaura team members are now helping to guide other tech companies by sharing advice and business experiences.



Meet the current Cohort 5



Learn more at: aograde.com



Find the **path for you.**

We're more interested in where you are going than where you have been. Around half of our trainees studied a non-law subject for their undergraduate degree, including science, languages, arts and humanities. As the role of the lawyer evolves, this diversity of perspectives becomes increasingly valuable. Regardless of your degree subject, there are a variety of opportunities that you can explore as part of your journey to joining us as a trainee.

There is no such thing as a typical A&O candidate. We're looking for people who are made for more; people who aren't afraid to go beyond their comfort zone, keep their eye on the prize and strive to be at the forefront of their profession. You should be ready to embrace change, act as a champion of technological advancements and always be on the search to broaden your commercial awareness.

We welcome people with a strong academic performance – we expect you to be on track for a 2:1 degree (or equivalent) and to have at least 136 UCAS points (AAB) at A-level (or equivalent).

Your route to qualification







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 SQE. 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 10th 2023 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”

Take a breath. Step forward.

Before you can practise law as an England & Wales Solicitor you must first pass the Solicitors Qualifying Examination (SQE) at an accredited law school. If you have not completed a qualifying law degree, you must also first study the Post Graduate Diploma in Law (PGDL) before taking the SQE.

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.

A&O Solicitors Qualifying Examination (SQE)

Those joining A&O in September 2024 (and beyond) will study our new SQE programme which will prepare you for the SQE and the start of your journey with A&O. This is an 11 month preparation course which commences in September and March each year (ie those joining Allen & Overy in September 2024 will start the SQE course in September 2023; those joining the firm in March 2025 will start the SQE course in March 2024).

Post Graduate Diploma in Law

The PGDL 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 SQE (alongside graduates who have studied law in the UK) you are not at a disadvantage. You can take the BPP PGDL, which has been tailored to meet the needs of Allen & Overy at any one of seven city locations around England.

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 PGDL, we will provide an annual maintenance grant of GBP9,000 in London. We will also pay your course fees and provide a competitive maintenance grant for the SQE preparation course. 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 used 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 PGDL 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 SQE. 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.

A woman with long dark hair, wearing a dark blazer, is seated at a desk. She is holding a white marker in her right hand and looking off to the side with a thoughtful expression. The desk in front of her has a notebook and a few other markers. The background is a soft, out-of-focus light blue.

“We think it’s important
that what you do is real,
practical and substantive”

Apply

The first stage of the process is an online application, which will take approximately 90 minutes to complete. As part of this, you'll be asked to submit your academic history, provide details of previous work experience and answer three short essay questions.

Once you submit the application, you'll be prompted to complete an immersive video-based Situational Judgement Test (SJT), which should take 30 to 40 minutes and includes numerical and verbal reasoning items.

The SJT is designed to provide a realistic preview of what you may experience as a trainee at A&O. For each scenario, you'll be presented with four possible options, and you will be asked to select what you think are the most and least effective responses. Detailed instructions will be provided prior to starting the SJT.

Top tips for your application

- Understand our requirements – prepare some examples to show that you have the skills we're looking for
- Make the most of your experience – highlight what you've gained from your experiences
- Be commercial – show an interest in the legal industry, and what's going on in the business world and how it might affect us and our clients
- Be innovative – show an interest in how technology is shaping the future of the legal profession, and an ability to harness this to drive solutions
- Be accurate – attention to detail is a fundamental skill for any lawyer

Interview

If your application is successful, the next stage will be an assessment day comprised of two interviews. The first is based on a commercial case study and you'll be given time to prepare a short presentation to deliver to your interviewer. In the second interview, you will be asked a series of questions based on scenarios you may encounter as a trainee at A&O. In addition to this, your skills, knowledge and motivations for a legal career will be assessed.

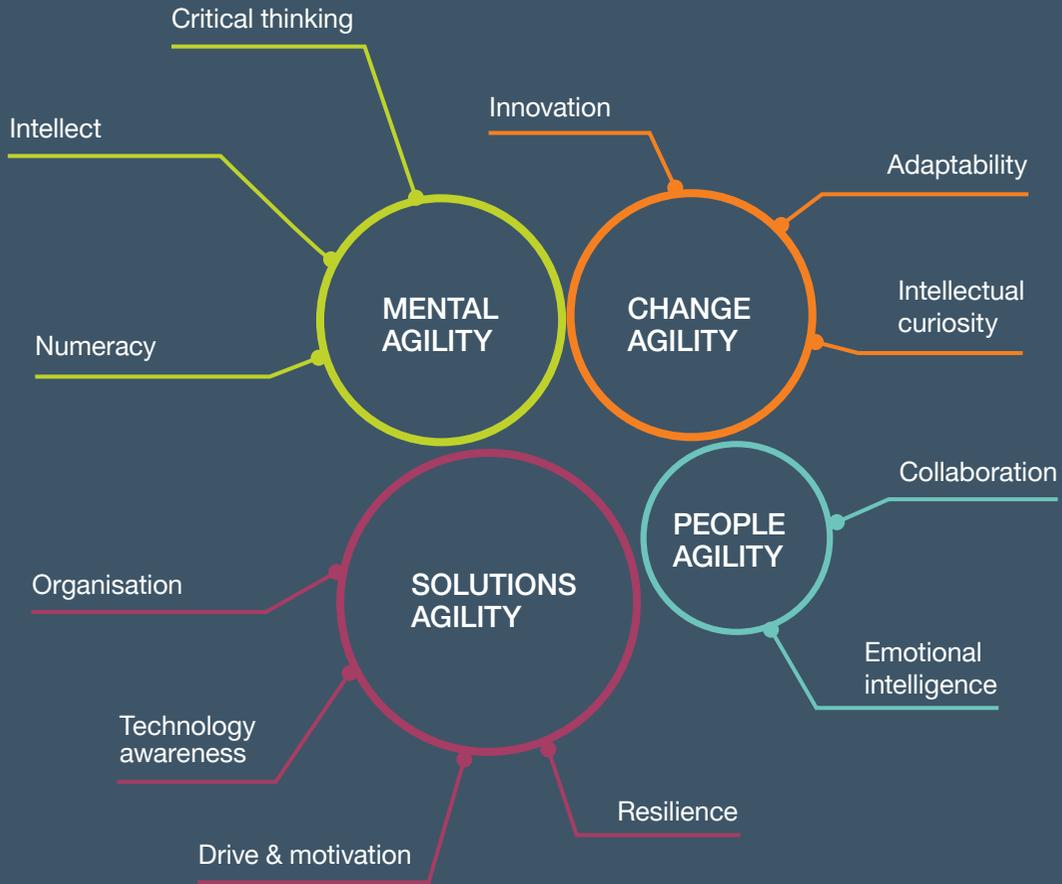
Top tips for your interview

- 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're the right firm for you

Offer

After your interview, your application will be discussed in detail by partners in the firm. We will share our decision with you 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 understand our decision and also help you to refine your interview technique in preparation for any future applications. Of course, if it's good news, the Graduate Recruitment team will be on hand to support you in your decision-making and with the next steps.

What we look for



MENTAL AGILITY

Applies a sharp and insightful mind to work challenges. Accurately analyses information, including numerical data.

CHANGE AGILITY

Thrives on change and actively instigates innovative improvement. Is passionate about learning and keen to develop skills and knowledge to enhance performance.

PEOPLE AGILITY

Builds consistently excellent working relationships with clients and colleagues. Uses deep understanding of others, from all backgrounds, to adapt influencing style. A supportive colleague and team-player.

SOLUTIONS AGILITY

Highly energetic with keen focus on results. Persists to overcome obstacles. Delivers work in an efficient, effective, timely and technology-savvy way. Meets deadlines and has a fine-tuned detail and quality 'radar'.



[ALLENOVERLY.COM/CAREERS](https://www.allenoverly.com/careers)

Global presence

Allen & Overy is an international legal practice with approximately 5,600 people, including some 580 partners, working in more than 40 offices worldwide. A current list of Allen & Overy offices is available at www.allenoverly.com/global_coverage.

Allen & Overy means Allen & Overy LLP and/or its affiliated undertakings. Allen & Overy LLP is a limited liability partnership registered in England and Wales with registered number OC306763. Allen & Overy LLP is authorised and regulated by the Solicitors Regulation Authority of England and Wales.

The term partner is used to refer to a member of Allen & Overy LLP or an employee or consultant with equivalent standing and qualifications or an individual with equivalent status in one of Allen & Overy LLP's affiliated undertakings. A list of the members of Allen & Overy LLP and of the non-members who are designated as partners is open to inspection at our registered office at One Bishops Square, London E1 6AD.

© Allen & Overy LLP 2022. This document is for general information purposes only and is not intended to provide legal or other professional advice.

This brochure has been printed with vegetable-based inks on paper which uses wood pulp from sustainable, managed, commercial forests. Certified environmental management system ISO 14001.