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**2017**



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# EDITOR'S NOTE

By Shani Horii-Watson

Dear Australian National University Law Students,  
On behalf of the Australian National University Law Students' Society, we are proud to welcome you to the 2017 Ashurst Clerkship Guide.

We hope that this publication provides all ANU law students who are interested in applying for clerkships an integrated outlook on the diverse range of firms at which they may clerk in the future. This guide aims to empower ANU law students and begin to highlight where your law degree can take you. We hope that the 2017 Ashurst Clerkship Guide will provide you with the necessary skills and information to kick start your clerkship application process.

This guide would not have been possible without our sponsors, who we would like to thank formally. Your consistent support of the ANU Law Students' Society is greatly appreciated.

Additionally, we would like to sincerely thank all our student contributors. Thank you for giving back to the ANU law student community. Your knowledge and experiences are invaluable, and we wish you the best in your future career endeavours.

In 2017, the careers portfolio is expanding in the quality and quantity of our initiatives and events. In Semester One our events will be focusing on helping you gain the skills necessary to excel in applying for clerkships, graduate jobs and internships. In addition to the Careers Fair, Clerkship Evening and Clerkship Guide, we are expanding our workshop series with three workshops covering case studies, CV, resumes and interview skills.

These events will be followed up in Semester Two with a range of initiatives that will showcase the diversity of career opportunities for law students with a 'Reality Check' panel event, a range of firm visits, our inaugural social justice careers evening and the graduate job careers night to round off the year. Finally, we are excited to announce a new mentoring initiative with MinterEllison through their Talent Pathway Program to allow high achieving pre-penultimate students to gain personal professional development.

I would like to thank the 2017 Careers Directors Rocky Lagudi and Campbell Clapp, and our newly appointed first year officer, Eddie Stewart. It would not have been possible to have such a successful semester without your ongoing assistance.

If you wish to discuss anything in the guide or any of our upcoming events, please feel free to contact me at [lssc Careers@anu.edu.au](mailto:lssc Careers@anu.edu.au).

**Shani Horii-Watson**  
**2017 ANU LSS Vice President (Careers)**



## 2017 ANU LSS Careers Portfolio

Shani Horii-Watson (Vice-President Careers),  
Rocky Lagudi (Careers Director),  
Campbell Clapp (Careers Director),  
Eddie Stewart (First Year Officer)

**DISCLAIMER:** The views expressed in this publication do not necessarily reflect those of the editors or of the Australian National University Law Students' Society. Best efforts have been made to ensure all information in this publication is correct as at May 2017 but is subject to change without notice. This information is merely advisory and should not be relied upon as being professional advice. This publication is distributed free of charge with the understanding that the authors, editors and any persons related to this publication are not responsible for the results of their actions or omissions on the basis of any information provided in this publication.

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**ANU** LAW  
STUDENTS'  
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# PRESIDENT'S WELCOME

**By Bryce Robinson**

Bryce is the President of the ANU Law Students' Society in 2017. He is in his fourth year of a Bachelor of Laws (Hons)/Bachelor of Science/Diploma of Languages. Bryce has interned and worked as a Policy Officer in a federal government entity and has served as a Casual Academic at the ANU.



As the President of the ANU Law Students' Society, I am immensely pleased to present to you the 2017 Clerkship Guide, proudly sponsored by Ashurst. Compiled by the dedicated ANU LSS Careers Portfolio, this guide provides essential information on the enormous breadth of clerkship opportunities available to you as a penultimate year law student.

Clerkships, for many, are the doorway to the legal profession. There are few opportunities available to aspiring lawyers that are as challenging, interesting, or directly relevant to their career development as a full-time internship with a leading Australian law firm.

By reading the advice and stories of those who have gone before you, we hope that you'll start to form a clearer idea of where you're heading, and how you might get there. We'd like to thank all of our contributors for giving up their time to provide our students with immensely helpful guidance. We'd also like to extend special thanks to our Premier, Major and General Sponsors, the support of whom is instrumental to the development of our resources.

For many, the clerkship application process can be daunting, and perhaps a little confusing at times. The Careers team have provided an outstanding collection of resources to help guide you through the minefield of applications. By taking you through the ins and outs of the process, this guide will equip you with the skills necessary to set yourself apart from the crowd and maximise your chances of success.

Before you proceed through this guide, I'd like to make some final points. A clerkship is an incredible opportunity. It may be perfect for those of you who are passionate about pursuing a career in the type of law firm that offers clerkships, or who want to deepen your skills and experiences in legal practice, or who are merely curious and wish to make an informed decision about your future.

That being said, clerkships represent only a narrow part of the enormous breadth of opportunities available to you as a law graduate. Many law graduates go on to have fulfilling and illustrious careers in legal practice without having completed a clerkship. Importantly, an even greater number of graduates go on to work for government departments, NGOs, universities, professional services firms, public interest organisations, and countless other employers.

There are few degrees with as great an emphasis on careers as law. This can often be incredibly daunting, but it is our hope that this guide will allow you to feel informed and supported—perhaps even excited(!)—as you move forward towards your future career. I encourage you to contact the LSS Vice-President (Careers), Shani Horii-Watson, at [lsscareers@anu.edu.au](mailto:lsscareers@anu.edu.au) with any questions that you may have.

I wish you the absolute best of luck in whichever career path you choose to pursue.

**Bryce Robinson**  
**2017 ANU LSS President**

# Careers Resources



Within the application process, there are many important tools that you must have to maximise your opportunity for success. The cover letter and resume are vital in ensuring an interview with potential employers. The interview is then the final step to gaining employment.

The cover letter and resume both provide the employer with an impression of yourself, with the intention of securing an interview. Here lies the most significant opportunity to ensure that your application stands out from the rest. While the cover letter is used to create an initial impression, the resume provides a more detailed summary of your life to date. It should also highlight your suitability to your desired area of employment.

The interviews are then the final stage prior to gaining employment with a firm. If you make it to this point, you have been successful in creating interest in yourself. The final step is now to show that you will fit into the job role and workplace. You could have either an individual or group interview, so it is important that you are prepared to give your best final impression.





# AN INTRODUCTION TO CLERKSHIPS

By Ali McMaster

Ali is entering her final year of a Bachelor of Arts/Laws at the ANU, graduating mid-year. Originally from Melbourne she moved to Canberra in 2012 and has since lived on and off-campus, both at Bruce and Ursula Hall and overseas in Paris for an Arts exchange. She recently completed a summer clerkship at a top tier law firm in Canberra.



## WHAT IS A CLERKSHIP AND WHO CAN APPLY?

A clerkship is basically work experience at a law firm, held mainly over summer but also for some firms in winter. Often firms will rotate their clerks through a number of practice areas at the firm. Whilst in a rotation clerks work as part of a team and are supervised by a Partner. In this way clerks get to experience the firm's culture, the different kinds of work that firm does and are able to meet and work with a variety of people. A clerkship is a great way for students to give practicing law a try and figure out if law, and corporate law, is for them. Students in their penultimate year of their law degrees can apply for a clerkship, and applications generally open in June and July for the upcoming summer.

## WHO SHOULD DO A CLERKSHIP?

Anyone. A clerkship is a fantastic way to figure out if working in a law firm is for you, and if it's not. The best way to find out if you like something is to give it a go. Professionally, the skills you learn during a clerkship will help you in whatever career path you choose. It teaches you the value of hard work and importance of attention to detail, personal responsibility, adaptability, teamwork and communication. You also get to work on interesting matters with some of the best lawyers in the field, which is great for personal development and guarantees some interesting chats. Further, given the diversity of the work each firm does, and the many opportunities to do pro bono and community work as a graduate, means there is definitely something for everyone.

## DID YOU ALWAYS KNOW YOU WANTED TO COMPLETE A CLERKSHIP?

Not at all. I didn't really settle on law as a career path until well into my degree. My extra-curricular activities helped, as I could get an insight into a range of different fields. Going on exchange also helped as it gave me a break from studying law

and the space to realise that it was actually what I wanted to do. The most important experience was doing a legal placement at the Youth Law Centre at ACT Legal Aid through the ANU. This was fantastic because I got to use the law to solve real problems. I loved this, and was lucky enough to work with a brilliant team and manager. Here I realised I was really interested in employment law and litigation. From there firm I choose to clerk at fit the bill as having fantastic litigation and employment law practice areas. The public sector focus of the Canberra office also fitted with my interest in government and politics.

## HOW TO GET A CLERKSHIP IN YOUR PENULTIMATE YEAR?

I think there are three big things to focus on to successfully apply for a clerkship. Firstly, is to be yourself. You will be more comfortable and genuine, which helps you relax and do a better job all round. Secondly, find something about the firm that really interests you. Your interest and passion for an area will come through, both in a cover letter and in person. Combine this with learning about the firm: the work it does, any developments in the news, their people and the legal industry more generally. Talk to people from the firm and from other firms, and tailor your applications accordingly. Further, like well-prepared vegemite toast, when applying to firms less is more. Focus on the firms that actually fit what you want to do, and do these applications well. Thirdly, is get involved in extra-curricular and outside activities early. Whilst good grades help, being well-rounded and having diverse experiences and interests count for a lot. Practically, you apply with a one-page cover letter, resume and academic transcript when applications open. You may also have to answer some questions. From there you may be invited for a first, and then possibly a second interview. Offers are then made.



# HOW TO ANSWER SELECTION CRITERIA

**By Isobel Smith**

Isobel is a final-year Juris Doctor student, with a Bachelor's degree in Political, Economic and Social Sciences from the University of Sydney. Since beginning her JD she has studied at Oxford University and Ritsumeikan University in Kyoto, sat on the Postgraduate and Research Students Association Council and served as their Social Officer in 2015-2016. She was a 2016/2017 summer clerk at an international firm, working in the Corporate and Litigation teams, and completed a short stint in the firm's Shanghai Office. She is currently an intern at the Commonwealth Treasury.



Firstly let me say- the hours each firm puts into specifically tailoring the clerkship process and selection criteria are astronomical. Unless you are incredibly well connected most of your application will be based on the firms web presence, and there are millions of dollars invested in research behind the firm's public face. Take note of the buzz words, the achievements they are most clearly highlighting (deals, pro bono, awards for inclusion or diversity) and in particular the criteria they put on their clerkship recruitment page. These serve to make up the broad background of selection criteria against which applicants are assessed - as a starting point, make sure anything you write is congruous with this.

You will be asked to address some specific questions or criteria while submitting individual applications. Ranging from 50-300 words, the purpose of this is to learn more about you than can be gleaned from a cover letter and resume, and in some cases to test your analytical skills. There are a couple of different formats you will encounter in these questions (in some cases you cannot navigate away from the page without answering them all) so preparation is key.

Think about your responses as explaining what it is that makes you different, then explaining how that will add value to that specific firm: explain your skill/attribute/experience, then apply it to their firm. Very simple formula!

There are no two identical firms, therefore even if the question is the same your answer may not be. For example, when answering the question "tell us three things about yourself we can't learn from your resume or cover letter" you might draw

on part of your experience which is relevant to that firm's strong pro bono, international presence or association with a particular charity or cause.

Do not include interests which are not real- if you mention in your responses that you were informed with Law Reform and Social Justice you run the risk of them asking you specific questions in an interview and looking like an idiot. Lawyers appreciate efficiency: answer the question succinctly, honestly and articulately.

On a practical note, before I began I wrote a page with bullet points of key elements of my experience I wanted to highlight. These were useful as the process is exhausting and having something to fall back on is great. I also copied all my answers into a document as I went so I could refer to previous answers if I got stuck.

The simple answer in any piece about writing to selection criteria is: ANSWER THE QUESTION. Not the question you want them to ask, and not the question you answered 5 applications ago- the question they are asking!

Remember: there is no formula for answering these questions and there is no perfect clerk. My best wisdom from the other side is that while there are definitely wrong answers (spelling mistakes, listing hobbies as "drinking" and sarcasm are no-no's) when firms say they want honesty so they can get to know you they really do mean it. To have the best experience you need to demonstrate to them who you are as a person and find the firm who respond to that.

Good luck!!

# INTERVIEW SKILLS

By Michael Schmitt

Michael is a final year Law/International Relations student, also working as a paralegal in a top tier law firm's Commercial Disputes team in Canberra. Outside work and study he enjoys all things outdoors, with a keen passion for both cycling and trekking.



Interviews are the culmination of the clerkship interview process. For both you and the firm, they are an opportunity to answer a simple question: 'Do I want to work with you?' Regardless of the outcome of such a subjective query, progressing this far is an achievement you can be proud of.

Good news is that in the firm's eyes, you are more than capable of doing the job – from now on the rest will depend on both your ability to stand out and the oh-so-nebulous 'cultural fit'. This usually means you can expect a two-step vetting process (hence two interview rounds):

- The first, of HR-type behavioural questions (your opportunity to demonstrate the skills you've gained thus far); and
- The second, a more conversational discussion about you (where your interviewers will likely decide on gut feel whether you will fit into the team).

With these in mind, consider the following general pointers:

The importance of being true to yourself cannot be overstated. Just as nobody wants to work with a robot, the cliché that you'll be more convincing as your true self than a fake attempt at satisfying who you think they want rings true. If nothing else, landing a position in a place where you don't feel comfortable being you is a sure-fire way to ensure you won't stay for long. Or will want to.

This doesn't mean you can't prepare. The web is an awesome resource for finding questions you can expect to be asked, and having responses ready is crucial to ensuring the interview goes smoothly. Again, ensuring these responses are genuine is key – sounding overly rehearsed is a sure-fire way to send that Partner who has been dealing with overly keen students all day straight to sleep. Practicing your responses with close friends and family is an excellent

test, and the more brutally honest your audience the better.

Be familiar with the background of your interviewers. You'll most likely be given their names prior to the day so use this to do your homework. LinkedIn, profiles from the firm's website, media searches, and any insights you can gain into their character will enable you to be ready for whatever comes.

Interviews will always allow time for general conversation/questions from you. This is perhaps the most crucial part of the process, as it gives you the ability to differentiate yourself from other candidates. Questions on salient issues in the legal industry (innovation and disruption are a good place to start in 2017), your interviewers' specific practice and the firm's direction are excellent conversation starters which will open the doors for longer exchanges where you can strategically demonstrate your knowledge.

Finally, relax. It's more than normal to take a moment to consider how to best answer a question or to lose your train of thought. A well-timed sip of water (you'll most likely be offered a glass upon sitting down) can help smooth over any lumps. My second round interview for the firm I eventually chose upon I was still recovering from a week of vertigo – meaning I was only barely able to find my chair upon sitting down and stumbled my way through one answer as my mind simply couldn't formulate words properly for a couple of seconds. Don't get bogged down in what you might see as an interview disaster – deal with it and move on. You don't often get the opportunity to sit down with people at the sharp end of the legal game, so enjoy it and I wish you all the best of luck.

# HOW TO STAND OUT IN THE CROWD?

By AJ Proudford

AJ Proudford is in his final year of a Bachelor of Laws (Hons)/ Bachelor of International Relations at ANU. He undertook a summer clerkship in 2016/2017, completing rotations in commercial litigation, construction, and mergers and acquisitions.



It's easy to feel overwhelmed during the clerkship process. I most certainly did. As law students we are quick to talk ourselves down, thinking that everyone else has similar, if not better, grades/experiences than we do:

You go to a Go8 university? So do thousands of other law students from the other seven top universities.

You have a solid credit (really a distinction if you round it up) average? Credit = middle of the cohort.

You do co-curricular activities? Great, but everyone does music and/or sport.

You have legal experience? Literally half of the law school paralegal at local firms. These are some common fears that we all have when applying for clerkship positions. We all ask; how do I stand out in the crowd?

## AJ'S TOP TIPS:

### 1. GET PREPARED

Don't submit your applications last minute. Whilst pulling an all-nighter for an assessment may scrape you a credit, for clerkship applications preparation is the difference between getting an interview and being rejected. Whilst this may sound a little cliché, during your preparation stages you need to do a little bit of soul searching. You need to figure out why you are applying and why you want a clerkship. It's easy to fall into applying for clerkship positions because that's what everyone does as they enter penultimate year. But when you're writing an application to a firm for a position that you are only semi-interested in it becomes painfully obvious. Take some time to really think why you want to get a clerkship and why you are interested in it. Does the law interest you? Do the opportunities interest you? If you can answer these questions, then you're already setting yourself up to stand out. You'll be better equipped to apply well before you even start writing. Having some sort of understanding of your own motivations can assist in honing your applications.

### 2. DO YOUR RESEARCH

I can't stress this one enough. Research for clerkship applications is fundamental. By now you would have already been told about tailoring your applications. It's not a joke, you really have to put in some hard yards on the research front. A great way to distinguish yourself is by having done your research. When I say 'research' I mean a variety of things from looking at their website, going to networking events and speaking with previous clerks. Try and get a feel for what that particular firm is all about, any speciality areas of law they practice in and what they are looking for in a potential summer clerk. Essentially you need to answer the question, 'why do you want to work for X?' It is this question that needs to be the focus of your applications. Use your grades/experiences to highlight why you want to work there. By having an understanding of the firm you are applying for, you are already showing an engagement and desire that makes you stand out.

### 3. SELL YOURSELF

When it comes to applying, no matter what your grades/experiences are like, you have to sell yourself. It's also too late to ponder the person you could have been if you had taken up another activity/studied a little more for that exam. Work with what you have and sell it! If you really want this position, you need to make that clear to the recruiter and your cover letter is the perfect place to do this. Make sure you use action words, like 'co-ordinated', 'developed', 'implemented' and 'facilitated'. This highlights your experiences as being transferrable to the firm. Relate your skills and experiences to the objectives that a firm highlights. Your retail/hospitality experience can demonstrate your ability to deliver excellent client services, collaborate, and manage your own time. Your university group assessment showcases your ability to manage expectations, formulate innovative ideas, and work under pressure. We all have experiences, so sell them!

The clerkship application process is a long and tiresome journey, so remember to look after yourself. Good luck and may the odds be ever in your favour.



# RELAX AND ENJOY

## MAKING THE MOST OF THE CLERKSHIP COCKTAIL EVENING

By Ben Morgan

Ben Morgan is in his fifth year at the ANU, and clerked at one of the big six firms over summer. He is currently working as an Associate for the Family Court of Australia. Ben hopes that his experiences (and his mistakes) help others to be successful in applying for the clerkship of their choice.



As humorously tempting as it may be to liken the cocktail evening to the Roman Colosseum, such an analogy is inaccurate. The cocktail evening is your opportunity to learn more about the firm in question, to meet new people in the legal industry, and, shockingly, to enjoy yourself. That being said, there are a few pointers designed to ensure you make the most of the evening:

### 1. DON'T GET DRUNK!

Realistically this should go without saying, but in my experience, there has always been one aspiring clerk who has had one too many glasses of champagne. The cocktail evening can be a stressful environment, and sipping your drink can be a filler for those awkward pauses. Or maybe you just got off the bus from Canberra in Sydney and haven't eaten all day. Whatever the circumstance, know your limits.

### 2. TURN UP A LITTLE EARLY

Arriving before the bulk of the attendees can give you the opportunity to converse with lawyers and other aspiring clerks in a slightly more informal setting before the main event kicks off. Lawyers are busy people so early attendees might be sparse, however, those that do arrive early are obviously keen and so should be easy to approach and engage.

### 3. IT'S NOT ALL ABOUT STANDING OUT

Some aspiring clerks can get carried away by the need to 'differentiate' themselves or stand out from the pack. This is no easy task in a room with one-hundred and fifty other potential clerks, and I have often seen this backfire. Reciting a partner's name, practice group, list of their hobbies and notable proceedings will help you stand out - as the creepy person who stayed up last night memorising personal information. The cocktail evening is about being personable and getting to know a little more about the people that make up the firm. Consider spending a little longer talking to the partners and junior lawyers in the practice group of your interest, but remember that you are there to meet a wide range of people.

### 4. IT'S AS MUCH ABOUT THEM AS IT IS ABOUT YOU

Following on from (3) the greatest utility of the cocktail evening is preparing you for your first-round interview. A large part of the recruitment process is ensuring that you are the right 'fit' for the firm, and it helps if you can demonstrate you understand the firm's culture, lifestyle, expectations and values. Speaking with junior lawyers can be extremely helpful, as their experiences of the clerkship and graduate programs will be more contemporary and relatable, and they will often be more open in their discussion of firm culture. Remember that being a junior lawyer (especially in Sydney) is a lifestyle choice, so consider asking about:

- The practice group they work in;
- The type of work they do in that practice group;
- The size of the teams they work in;
- The hours they work;
- The social / sporting / cultural events held by the firm;
- The type and extent of pro bono work done by the firm and accessible by junior lawyers;
- Opportunities for secondments, both internally and externally;
- Their hobbies and interests outside of work (and their capacity to pursue them).

Remember, the cocktail evening is also an opportunity to decide whether you want to work for the firm at all. Whilst the top-tier firms operate across broadly similar practice areas, certain offices may specialise in certain types of work - which you may or may not be interested in. Similarly, the work expectations and capacity for work/life balance may be different between the firms - make sure you are thinking long-term, and are trying to assess whether you would fit in and enjoy working at the firm in question.

### 5. RELAX

And good luck!



# CHOOSING THE RIGHT LAW FIRM

By Ellen Trevanion

Ellen is a sixth year Arts/Laws student, former VP (Finance) of the LSS, director of several student productions and veteran/survivor of a few campus organisations. She completed a clerkship at top tier law firm in Sydney in 2016-2017, will be studying at Berkeley over winter and will start as a graduate lawyer in 2018.



The clerkship process can be a scary thing to think about. There is huge pressure to apply for as many firms as humanly possible and even greater pressure to get a final offer. It is important not to forget, however, that clerkships are not about competition for competitions sake. Your goal going into the process should be to find a firm, and a group of people, you want to work with. The point is not to “win” – it is to find the right place to begin your career.

## APPLYING FOR THE RIGHT LAW FIRMS: TO THINE OWN SELF BE TRUE

Apologies for the Hamlet reference. In the context of clerkships, however, it is essential to have a good idea of your overall career goals and where you want to go in the law. If you are very sure that family law is where you want to be, concentrate on those firms. If you want to go overseas, consider what international opportunities each firm offers. If you are very sure you don't want to stay in Canberra, maybe focus on Sydney and Melbourne.

## BE STRATEGIC AND BE REALISTIC

You only have a certain amount of time to apply for firms and some written applications are very involved and require a lot of preparation and research. It's not worth submitting lots of extremely dodgy applications just because you think you should. Have a look at each firm and come up with a list of the firms you really want to apply for, the firms you'd like to apply for, and the firms you'll only apply for if you have time left over (you probably won't). It sounds obvious but put more effort into researching and writing the applications for the firms that match your goals. Don't just focus on the top tier either – it's worth applying but keep in mind that they're competitive and may not focus on what you want to do.

## ACCEPTING THE RIGHT OFFER

Congratulations – the phone was ringing non-stop on Friday morning and you have a bunch of offers to choose from. Don't just accept the first one that calls though. Thank them for the offer and tell them you'll call back to let them know. Take the time to think about it.

## DON'T LET ANYONE ELSE MAKE THE DECISION FOR YOU

Friends and family will give you lots of advice. It's good to listen and it can be extremely useful but

remember that their personality, their preferences and their values are not the same as yours. Your grad friend might love their firm but you won't necessarily have the same response. Remember that it's your life and your career. Don't let your past self choose either – your preferences might change between round one and round two and that is totally right.

## REMEMBER YOUR INITIAL REASONS FOR APPLYING AND YOUR PRIORITIES

If some of your offers come from firms that don't match your goals, think about whether it's going to be the right firm for you long-term. If you want a firm that emphasises pro bono or gender equality or environmental responsibility etc, think about how each firm meets those criteria.

## THINK ABOUT FIRM CULTURE

Firm culture can be something of a “buzz word” and it's very easy to brush it off – don't. Work and hours, with some exceptions, are likely to be relatively similar and it's the culture and the people that will make the difference. The starting point was thinking about the graduates and younger lawyers at the information nights and how well I got along with them. You want to find people you click with and want to get to know. Think about the “vibe” you got. Remember the partners and senior associates you met and whether you'd want to work for them long term. This is particularly important at “siloes” firms where most of your work comes from one partner. Don't forget to consider the other candidates you met either. If you loved the other people who got second round interviews at one firm, that says a lot about the firm, the people they hire and your chances of having an amazing time there.

Also think about the impression you got overall. Did people have a sense of humour? Did they seem genuinely interested in you as a person? Did you like the feel of the office (and I'm not just talking about the super fancy client floor all the events are held on)? Was there a good relationship between partners and junior lawyers?

Choosing a firm is terrifying and stressful but if you've used the info nights and the interviews to get a good feel for the firm and the people, you'll be fine. Remember that it's your decision to make. Corny as it sounds, go with your heart.

# OPPORTUNITIES FOR INTERNATIONAL STUDENTS

By Stephanie Kim

Stephanie has recently completed her clerkship at a top tier firm over the 2016/17 summer. She was previously President of the ANU International Law Society and has volunteered with Legal Aid, Canberra Community Law, and the Tenants' Union.



If you are an international student considering a clerkship: don't despair, just prepare! In addition to stellar grades, relevant work and volunteering experience, and an engaging application, international students must also overcome the constraints of their student visa status.

To assist in this daunting process, I've outlined some key tips and questions.

## BALANCING UNIVERSITY

As a requirement of your student visa, you need to complete 8 courses within an academic year. However, this does not mean you need to juggle 4 courses on top of attending information sessions, interviews, and cocktail evenings. My biggest mistake during my clerkship process was not having the option to drop courses. I was often forced to catch the 4am bus to Sydney for an 8:30am interview just so I can return to Canberra for my 2pm compulsory seminars. Particularly if you plan on applying to Sydney firms, you should seriously consider winter or intensive courses so you have the option to drop down to 3 subjects in semester 2.

## APPLY EVERYWHERE

The 'rule' that it's better to apply to fewer firms with targeted applications is not particularly applicable to international students. Rather, I'd advise applying to as many firms as you can without compromising the strength of your applications. The reason for this wide net approach is because many firms will reject you outright for not having a PR/citizenship. While you can and should email HR prior to submitting your application, only a small number of firms have clear policy on non-PR/non-citizen applicants.

## KNOW AUSTRALIAN CURRENT EVENTS

This tip is quite self-explanatory. Set a google news alert on the firms you will interview for and be sure to read the news every morning to have topics of conversation at cocktail nights.

## APPLICATION

- If there is a section in the application for general comments, I'd suggest noting that you are not a PR/citizen but you will have the relevant working rights during and after the clerkship.

- If you can speak a language other than English, be sure you mention it in your application.
- Draw from your experiences growing up overseas or travelling to help you stand out from other applicants.

## INTERVIEW/COCKTAIL NIGHT- QUESTIONS YOU SHOULD EXPECT

Why did you choose to move to Australia/ANU and why do you want to stay?

- You will need to convince firms that you are committed to staying in Australia. Be passionate about why you want to begin your career in Australia.

Why do you want to work in Sydney/Canberra?

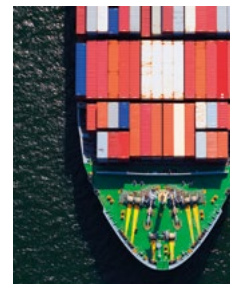
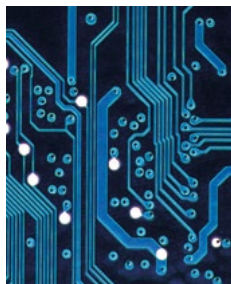
- Will you have the relevant visa to allow you to work as a clerk/graduate? -- Student visas allow for unrestricted working rights during university breaks so your visa status will not affect your clerkship work hours.
- However, you will need to do research into which visas will allow you to stay in Australia with working rights post-graduation. Firms are more impressed with candidates who have a clear and thought out plan on how they plan to build their career in Australia.

Best of luck this clerkship season!





# FIRM PROFILES



# LIVE YOUR AMBITION



## ABOUT US

If you want to make the most of your career in law, our global network is the perfect place to start. Our worldwide capabilities give us access to the most interesting markets, the most exciting clients and the most significant and complex transactions. For you, this means the chance to work on market-leading deals with some of the most experienced and talented lawyers in our industry, together with access to international secondment opportunities from early in your career.

## WHAT MAKES US DIFFERENT?

### It begins with our people

It's our people who make us great. It is our priority to ensure they are constantly challenged, recognised, rewarded and empowered throughout their careers.

### Our unique way of working

We adopt a flexible approach to the way we work, which builds strong and diverse teams, and is one of the reasons our lawyers tell us a career here is so rewarding. You won't be limited to working with a particular partner or group. Instead, you will have the opportunity to drive your career by working with a range of lawyers and partners.

### We make the complex simple

We are known for the quality of our legal minds. That's why we attract some of the most complex legal work, and why our lawyers are recognised as the best in the profession.

### Life-long learning

As a graduate, we're committed to giving you the best professional and personal development opportunities. Our training programs provide graduates with practical legal education of the highest professional standard. You'll build your knowledge of the law and business and find an area of law that inspires you. We will support you with leading learning and development programs to round out your skills and put you on the path to becoming a market-leading lawyer.

## CLERKSHIP PROGRAM

Come and explore a career with us by applying for one of our clerkships. Our clerkships offer ambitious penultimate-year law students an insight into the workings of a large corporate law firm, and offer an exceptional opportunity to experience our work, people and culture.

Anything is possible with us – provided you are willing to work hard and are committed to achieve whatever you put your mind to.

## WHAT WE LOOK FOR

### Initiative

A curious mind is vital, as is plenty of initiative. The more adaptable you're prepared to be and the more energy you bring, the more you'll get out of your career here. You'll be able to steer a path that turns possibilities into realities.

### Excellence

Excellence is essential; it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn, you'll set the highest standards for yourself and strive to be the best you can be.

### Commerciality

Successful lawyers understand that law is more than an academic pursuit. It's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.

### Resilience

Positive people thrive in our environment. We look for people who can build sustainable careers with us; people who successfully juggle a busy life and varying commitments while maintaining their wellbeing. Like us, you'll believe that leading a full, active life outside the law can make you a better person to work with.

### Well-rounded

Our clients often tell us we have 'great people'. And it's true. We look for diversity – people who bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients.

### Teamwork

The ability to work collaboratively and efficiently with others is of fundamental importance to working successfully at a commercial law firm. Negotiations involve work with multi-disciplinary teams across borders and successful lawyers work to reach the best possible outcome in transactions, mediations and arbitrations.

### Attention to detail

Lawyers are expected to have an accurate and meticulous approach to their work. You need a good eye for detail to be able to communicate effectively on paper with both colleagues and clients. Attention to detail is part of providing a quality service to our clients.

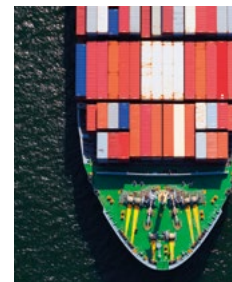
## HOW TO APPLY

[www.allens.com.au/careers](http://www.allens.com.au/careers)

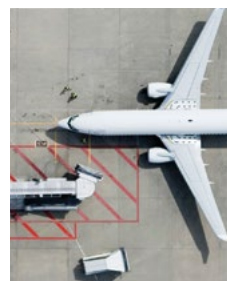
[www.linklaters.com/ukgrads](http://www.linklaters.com/ukgrads)

[www.linklaters.com/hkcareers](http://www.linklaters.com/hkcareers)





# LIVE YOUR AMBITION



## GENEVA SEKULA

At the start of 2015 when my law school was abuzz with the prospect of completing clerkships, I had not decided if I was even going to apply. I had heard a lot about cocktail nights and canapés and interviews, but I didn't know much about what completing a clerkship actually entailed or why I should sacrifice my beloved summer holidays to do one. Having spent the summer at Allens, I can definitely recommend doing a clerkship. It's an invaluable way to see the inner workings of a commercial firm.

I was unspeakably nervous on the first day of my first rotation. I had never worked in a law firm before and I was concerned that I didn't remember an awful lot from my first year Contracts class at university. I needn't have worried. That first day I hardly got through any work because the people in my team kept stopping by to say hello, have a chat and see how I was going with everything. I was amazed at how genuinely interested everyone was in getting to know me and making sure I was feeling confident in my work.

This was indicative of the wider culture of the firm and I was deeply impressed by how supportive and enthusiastic everyone was, and how much time the lawyers were willing to take to explain tasks to me or answer my questions. The firm instigates a formal support network with a buddy, development lawyer and supervising partner, which was a great source of comfort and helped to keep me on track. But, beyond that, there were plenty of lawyers who were keen to get involved with the clerkship and offer their help and feedback.

One of the reasons I decided to go to Allens was because I saw it as a firm where there would be opportunities to work overseas, and having an international dimension to my career was important to me. I hadn't ever guessed that my first chance to travel with Allens would be in my sixth week working for the firm. After the Christmas break, instead of boarding a train to Wynyard, I found myself boarding a plane to Ho Chi Minh City where I was to complete a three-week rotation.

The Ho Chi Minh City office was very different to the Sydney office. For one thing, it was a lot smaller, and the contracts were in both Vietnamese and English. I had an amazing time in Vietnam experiencing different food and a different culture, but also having the

opportunity to experience first-hand how commercial law operates in a different legal system. I had some memorable experiences zipping through Saigon traffic on a motorbike and visiting tourist hotspots; certainly different to the weekends I would have been having at home! Although I didn't come back particularly fluent in business Vietnamese, I definitely came home with a broader international perspective on commercial law, and felt privileged to have been able to experience life in one of the Asian offices.

I was exposed to lots of different work during my time at Allens. I helped to draft letters, write research memos, conduct title searches, proofread contracts, and attend meetings, among many other things. But the summer was much more than simply doing a job. It was an opportunity to learn the ins and outs of the firm and we went to a number of seminars which helped to shed more light on the culture of the firm. We heard about Allens' pro bono work and presence in the community and about the alliance with Linklaters, we heard from a panel of partners who gave us insight into their career progression with the firm, and we heard from a panel of graduates who answered any and all of our questions. I attended Christmas parties (yes, plural), was invited to welcome yum cha, and had many, many coffee catch-ups with lawyers and other clerks. Beyond the legal work and the firm, the clerkship is a great way to expand your social networks. We also went to inter-firm trivia nights and the clerk cruise, and had lots of other opportunities to get to know each other, and the clerks at other firms.

Allens is a firm full of opportunities. In 10 weeks I travelled internationally, went on an overnight trip to a client office, went on a tour of a coalmine, experienced a Women at Allens panel, visited the Sydney Children's Hospital, and had the chance to work on pro bono matters. I can't tell you exactly what to expect from an Allens clerkship, because you never know what opportunities will be there for you to take. The clerkship program gives you the chance to peer inside a commercial firm and to think about your future. I loved my time with the firm and can't wait to start my career. A clerkship with Allens feels like unlocking the door to an incredible future and I would recommend it to anyone.

CLERKSHIPS AND GRADUATE OPPORTUNITIES  
WITHIN A GLOBAL NETWORK

# WHAT MAKES ALLENS UNIQUE

## WHAT DOES ALLENS DO TO ENSURE A POSITIVE WORK ENVIRONMENT?

We value the contribution that different backgrounds and life experience bring to our firm. Our success is built on the talent and enthusiasm of our people and the values they bring with them from their homes and their communities. We recruit, develop and promote talented people, and we – and our clients – benefit from the different backgrounds, experiences and points of view that shape their thinking. We are proud to be the first business in Australia to launch Rare's Contextual Recruitment System, enabling us to view a candidate in context by offering a more complete picture of an individual's background, including socio-economic and family background, educational experience and performance and culture.

Our diversity and inclusion strategy is built on seven segments: gender equality, flexibility, reconciliation, cultural competency, relationships (including family), LGBTI (Lesbian, Gay, Bisexual, Transgender and Intersex) and disability.

Our Inclusion and Diversity Council is chaired by our Managing Partner and oversees Allens' inclusion and diversity strategy and progress. We are one of 106 organisations in Australia recognised by Workplace Gender Equality Index as an Employer of Choice for Gender Equality – a citation we have held continuously since 2005 and that recognises our active commitment to gender equality and our sustained focus on removing the structural and cultural barriers that prevent the full participation of women at work.

Our approach to flexibility is broad and recognises that employees' flexibility needs will be different for each individual, and vary at different life stages and ages. In 2016 we worked to build the capability of partners and people managers enabling them to skilfully manage flexible teams through job redesign, team based approaches to flexibility and promoting flexibility through regular career discussions. Currently, over 25% of the Allens workforce access formal flexible work arrangement, including 10 partners, with many more accessing informal flexibility.

## HOW DOES ALLENS GIVE BACK TO THE COMMUNITY?

Being a leading law firm in Australia and Asia, we have an important role to play in the wider community. We take this role very seriously.

### Pro bono work

Allens is committed to pro bono work and to having a coordinated, focused, well-balanced and meaningful pro bono practice. Our pro bono practice provides free legal assistance to a range of not-for-profit and charitable clients, as well as to individuals in need.

The pro bono practice runs across all of our legal departments and we aim to give all of our staff an opportunity to become involved in pro bono work. We were a Foundation Signatory to the National Pro Bono Aspirational Target which means we have committed to use our best efforts to ensure that the firm will undertake, on average, at least 35 hours of pro bono legal work per lawyer each year. The total number of pro bono clients Allens has at any one time is between 300 and 400, with clients including Amnesty International Australia, The Arts Centre of Australia, The Indigenous Education Foundation, The Bicycle Institute, Bush Heritage Australia, ChildFund Australia, The Human Rights Law Centre, The Ovarian Cancer research Foundation, The Refugee and Immigration Legal Centre, WWF.

### Reconciliation

In 2009, Allens became the first top-tier firm in Australia to launch a Reconciliation Action Plan (RAP). Our RAP focuses on the development of relationships between Indigenous and non-Indigenous people, the fostering of respect and the creation of opportunities. The aim is to enable our firm to play a role in closing the gap that exists between Indigenous and non-Indigenous Australians.

### Environment

What we do today to be sustainable is important for tomorrow. As a law firm, we recognise that our impact is not so much about a headline number. True sustainability comes from consistency in best practice, ranging from our procurement practices and the education of our staff, to the way our offices are managed and maintained.

### Charity

Each year, the Firm sets aside a percentage of its income for the Charity Committee to use to fund projects from a range of charitable organisations. The Charity Committee considers the many requests for financial support received from charitable organisations and determines which projects Allens will support for the financial year.

The firm's Charity Committee is made up of partners and staff from our offices around Australia, allowing a coordinated national approach.

### Matched funding

The Matched Funding Program is a combined initiative of the Charity and Pro Bono Committees and was introduced in 2005. The program enables staff to make regular monthly donations from their pre-tax salary, and those donations will be matched dollar for dollar by the Firm (up to a limit of \$80,000 pa).

## HOW DOES ALLENS SUPPORT THEIR EMPLOYEES AND CLERKS?

To maintain our position as the leading law firm in Australia, we developed a new approach to career development and progression so we have high performing, technically strong, mobile, flexible and client-oriented lawyers who want to stay and build their career with us.

# ALLENS CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	15/06/2017	16/07/2017	5 or 10 weeks	Lauren Kay Graduate Resourcing Consultant Student.Careers@allens.com.au
Melbourne	10/07/2017	13/08/2017	3.5 weeks	Lisa Millar National Graduate Resourcing Manager Student.Careers@allens.com.au
Perth	17/07/2017	06/08/2017	3 weeks	Amy Altamura Graduate Resourcing Advisor Student.Careers@allens.com.au
Brisbane	Application closed for 2017		3 weeks	Christa Howat Graduate Resourcing Consultant Student.Careers@allens.com.au
<b>Eligibility of Domestic Students</b>		Penultimate or final year law students.		
<b>Eligibility of International Students</b>		Penultimate or final year law students with a valid work visa.		
<b>Website</b>		<a href="https://www.allens.com.au/index.htm">https://www.allens.com.au/index.htm</a>		
<b>Application Process</b>		Online application: Applicants are required to submit a copy of their cover letter, CV, academic transcript, and valid visa (if applicable). Online testing and questionnaires.		

## WHAT STRENGTHS AND VALUES DOES ALLENS LOOK FOR IN A POTENTIAL CLERK?

There isn't an 'Allens' type' – in fact, the more you enjoy working with a variety of people, the greater your success will be. That said, there are certain attributes that we look for:

**Initiative:** A curious mind is vital, as is plenty of initiative. The more adaptable you're prepared to be and the more energy you bring with you, the more you'll get out of your career at Allens. You'll be able to steer a path that turns possibilities into realities.

**Excellence:** Excellence is essential. It's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn; you'll set the highest standards for yourself and strive to be the best you can be.

**Commerciality:** Successful lawyers understand that law is more than an academic pursuit. It's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.

**Resilience:** Positive people thrive in our environment. We look for people who can build sustainable careers with us; people who successfully juggle a busy life and varying commitments, while maintaining their well-being. Like us, you'll believe that leading a full, active life outside the law can make you a more interesting and well-rounded person to work with.

**A fresh perspective:** Our clients often tell us we have 'great people', and it's true. We look for people who can bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients. We aim to recruit people who are open minded, willing to learn, and committed to contributing to the firm in many different ways.

Our career model is designed to accommodate the way we want our people to practice, collaborate and advance through our firm, to deliver the kind of service our clients expect. The model offers flexibility, that rewards and promotes on performance, not seniority. We believe the traditional, seniority based career progression model is no longer the best way to motivate our people. Our career path is a two way deal - we will provide opportunities for you to build a sustainable and fulfilling career, and develop the skills and capabilities you need. Performance-based assessment and progression will give you control over the pace you wish to progress. In return, we ask you to proactively manage your career – you will be expected to tell us where you want to go, take on feedback and continue to grow and develop. In a constantly changing legal market, you'll need to think more broadly about what 'a great lawyer' looks like, seeking to grow your commercial and relationship skills, alongside your technical capability.

# ASHURST

At Ashurst, you won't just be learning from the past or from specifics. You will also be developing the instincts to tackle the most complex issues in international law and building an understanding of each client's business. We want a broad range of minds, all united by a common set of strengths.

10  
time zones

## WE'LL HELP MOVE MINDS

Internationalism is part of the fabric of our firm. It's not just how many offices we have in how many countries. It's how closely, how seamlessly and how naturally all of those offices work together.

15  
countries

Pick up the phone. Send off an email. In the world's largest financial and business centres across Europe, Asia Pacific, the Middle East and the USA, there are Ashurst lawyers who'll answer you – swiftly, efficiently, skilfully.

25  
offices

## SO WHAT DO THE NUMBERS MEAN?

More access to intellectually demanding, multijurisdictional work. Great international mobility and secondment opportunities.

Most of all: collaborations. Across the firm, you will find the same engaging culture wherever you are based.

3,150  
people

## OUR STRENGTHS

We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 25 offices across the world's leading financial and resource centres in Europe, Asia-Pacific, Middle East and the USA, we operate at the cutting edge of the financial, resources and infrastructure, corporate and new economy markets.

1,250+  
lawyers

We tackle diverse areas of law, including finance, M&A, disputes and competition. In each, we offer advice that's as commercially astute as it is technically accurate.

400+  
partners

## CURIOUS?

The best way to understand what it feels like to work here is to actually work here! Every year, we hold clerkships in each of our offices to give you an intensive experience of our culture and the kind of work we do.

We work hard to make sure they're as useful and as stimulating as possible. You'll spend time in our departments, where you'll work with a supervising partner, a lawyer and a buddy who'll get you involved in real work.

## STARTING YOUR CAREER

As a firm, everything we do is characterised by a pursuit of insight, understanding and clarity. We share our clients' ambitions and we cut to the heart of their issues with speed and clarity, whether we're working locally or globally.

As a graduate, you'll benefit from a tailored rotation plan, in-house PLT and global firm structured aQ training to help develop the highest standards of technical legal expertise, industry know-how and business and legal skills.

## APPLY

What you say in your application is up to you: but be sure to express your personality and tell us why you want to be a commercial lawyer – and why you'd like to join Ashurst in particular.

We need people with a rare kind of mindset: an openness to the way you work, an agility to the way you think, and a strong desire to keep evolving as a professional.

To start moving your mind, begin now at [careers.ashurst.com](https://careers.ashurst.com)



# A DAY IN THE LIFE OF...

## Derek, Seasonal Clerk

Studied: Bachelor of Business Administration  
/ Bachelor of Laws (LLB (hons)),  
Australian National University, Canberra



No single day is ever the same when you are a seasonal clerk! You may find yourself doing a single urgent task for the majority of your day, or a series of small tasks broken up by catch-ups with mentors, client meetings and wellbeing sessions. Below is an example of what you may expect as a clerk at Ashurst:

- 08:30: When I arrive at my desk, I check my emails and familiarise myself with upcoming tasks for the day. Soon after, I get coffee with my supervising lawyer. This is useful for seeking feedback and mentorship on tasks I have recently completed.
- 09:15: I attend a morning meeting with my team to discuss the matters that we are working on and our current levels of capacity. After I am allocated some work that I expressed interest getting involved in, I present an expertise item to the team. This highlights a development that is relevant to my team's practice and fosters discussion about what this will mean for future advice we provide to clients.
- 09:45: I conduct some research on a Pro Bono project which my fellow clerks and I are working on. The clerks are responsible for the entirety of the project. We are currently assisting a community legal centre to prepare a submission to the government regarding law reform with respect to women escaping domestic violence.
- 11:30: I receive an email from a lawyer in my team inviting me to come along to a hearing. I read the documents in the client's file located in our document management system to become familiar with the matter before meeting with the lawyer.
- 12:00: At the hearing, I observe and take notes. Reading the suite of documents before the hearing was useful as it identified the most relevant points of discussion, allowing me to take logical notes. After the hearing, I debrief with the lawyer to completely understand the purpose and implications of the hearing before drafting a report for the client's file.
- 15:00: I attend a business development (BD) team meeting with the other clerks. BD is the principal way in which commercial law firms develop networks and enrich relationships with clients. The clerks are responsible for drafting an Expression of Interest (EOI) and presenting a pitch for an upcoming tender that the firm is positioning itself to secure. Our work will feed into the Partners' EOI and pitch that they will use to secure the work.
- 16:30: I seek instruction from my Partner and I begin work on a research task that takes me up to the end of the day. I am given a lot of responsibility on the task, but I am always able to collaborate with other lawyers in the team, especially my buddy.
- 17:15: With the day coming to an end, I conduct a final check of emails, post my time for the day and write a short to-do list for tomorrow. With that finished, I meet some colleagues downstairs for some drinks and snacks to end the day!

# WHAT MAKES ASHURST UNIQUE

## WHAT IS IT THAT MAKES PEOPLE PROUD TO WORK FOR ASHURST?

How we work together!

The different cultures, communities and countries within which we operate around the world are immensely varied. The way we actually interact with each other isn't. The simple fact is: people here like working with each other. We help and challenge each other to develop our thinking and deliver our best work. In every office, you'll find different perspectives, backgrounds, cultures and personalities to learn from.

We're renowned for helping our clients navigate through a complex and constantly evolving global landscape. With 25 offices across the world's leading financial and resource centres, we offer the reach and insight of a global network combined with deep local market knowledge.

Our people are our greatest asset. We bring together lawyers of the highest calibre with the expertise, industry experience and regional know-how to provide the incisive advice our clients need. As a global team we have a reputation for successfully managing large and complex multi-jurisdictional transactions, disputes and projects, and for delivering outstanding outcomes for clients.

## WHAT IS ASHURST'S CULTURE?

Open-minded, friendly, considerate. How we interact with each other leads naturally to collaboration. Working together is how we thrive. We're a community, and we want you to feel part of it.

Performing at a high level is important, and that can mean working long hours, under pressure and to tight deadlines. We ask a lot of ourselves.

Support is everywhere – from structured training, supervision and honest feedback. On a personal and professional level, whether you're a partner or a graduate you know there's someone who cares about your wellbeing as well as your work.

## HOW DOES ASHURST SUPPORT THEIR EMPLOYEES AND CLERKS?

The ways in which Ashurst supports employees and clerks is varied. The firm's structured aQ training helps to develop the highest standards of technical legal expertise, industry know-how and business and legal skills. Honest, transparent conversations and constructive feedback ensure employees and clerks learn and know exactly what we expect. A network of highly respected figures will inspire and actively mentor your development.

## WHAT ARE SOME OF ASHURST'S PROUDEST ACHIEVEMENTS?

Ashurst has received many awards over the years. Here are some of our most recent achievements:

- In 2016, Sarah Morton-Ramwell, Global Head Pro Bono was named as one of the Australian Financial Review and Westpac's 100 Women of Influence, and won the 'Pro Bono Lawyer of the Year' award at the Lawyers Weekly Women in Law Awards.
- We have been awarded the Workplace Gender Equality Agency's (WGEA) Employer of Choice for Gender Equality citation in recognition of the firm's ongoing commitment to supporting women to achieve gender equality in the workplace for the 16th year running.
- The Legal 500 Asia Pacific 2017 results have ranked Ashurst in the top five firms in Asia Pacific, with 20 Tier 1 rankings achieved across the firm's practice groups and 154 ranked legal professionals.
- Employment partner Jennie Mansfield has won 'Most Client Focused Legal Practitioner' and 'Best Professional' at the Financial Review Client Choice Awards 2017, announced at a ceremony held in Sydney on 7 March 2017.

## HOW DOES ASHURST GIVE BACK TO THE COMMUNITY?

Corporate responsibility (CR) at Ashurst encompasses our community involvement, place-to-work and environmental initiatives. Pro bono is considered a stand-alone legal practice and we regard pro bono legal work as an integral part of our professional responsibility. Both the CR program and pro bono practice are led by a fulltime partner.

We are passionate about using our skills and resources to support projects and initiatives where we believe we can make a real difference. Our lawyers help us to achieve this by providing their time, expertise and experience in any number of different ways, ranging from the provision of pro bono legal advice to charitable fundraising.

# ASHURST

## CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Canberra	15/06/2017	16/07/2017	Summer	Leah Wood Graduate Programs Consultant graduate.programs@ashurst.com
Sydney	15/06/2017	16/07/2017	Summer	Joanne Dean Graduate Programs Consultant graduate.programs@ashurst.com
Melbourne	10/07/2017	13/08/2017	3 weeks	Lauren Evans Graduate Programs Consultant graduate.programs@ashurst.com
Perth	18/07/2017	05/08/2017	3 weeks	Jacqueline Taylor Graduate Programs Consultant graduate.programs@ashurst.com
<b>Eligibility of Domestic Students</b>		Ashurst prefers penultimate year law students but do consider final year law students if they did not have the opportunity to complete a clerkship in their penultimate year.		
<b>Eligibility of International Students</b>		Penultimate or final year law students with unrestricted legal rights to work in Australia when they commence their clerkship.		
<b>Website</b>		<a href="https://www.ashurst.com">https://www.ashurst.com</a>		
<b>Application Process</b>		Online application: Applicants are required to submit a copy of their cover letter, CV, academic transcript. Application has an interview focus.		

### WHAT SKILLS DO CLERKS GAIN FROM COMPLETING A CLERKSHIP AT ASHURST?

Ashurst Clerkships give you the opportunity to be involved with real work, interact with clients and increase commercial awareness. All clerks are supported by a supervising partner and lawyer to assist in developing the following skills:

- Drafting
- Research
- Preparing file notes
- Pro Bono work e.g. fact sheets for legal centres
- Attending client meetings



# STAY TRUE.

As a junior lawyer, your enthusiasm is in overdrive. Everything is interesting. You have a million questions for everyone. You want to be the best. And for me, I wanted to be the best lawyer and leader I could be.

Right now I'm a corporate and tax lawyer, buying and selling companies, structuring investments and having the occasional battle with the ATO.

So, a little while after I started at Clayton Utz, I joined the social committee. A powerful assembly fuelled by lunchtime pizza-wielding lawyers making important decisions like choosing the Christmas party theme. They knew I liked pizza, but had no idea I was gay. You see, I wasn't out at work yet and this became a genuine source of anxiety for a good two years.

But In May 2015 this all changed...

To listen to Luke's full story, go to:

[claytonutz.com/graduates](https://claytonutz.com/graduates)

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.





## CLERKSHIP PROGRAM

If you're a law student in your penultimate year, our Clerkship Programs will expose you to the fast pace of a full-service commercial law firm and show you the law in action. You'll be working under the guidance of some of the sharpest legal minds in Australia, on challenging, complex and high-profile transactions and matters. You'll be mentored by partners and lawyers who are leaders in their fields, in a firm where individuality is embraced and innovation actively encouraged.

## GRADUATE PROGRAM

### It's not just about wearing a suit.

There's always a gap between theory and practice, and post-university prospects can be daunting. How do you make the leap to working in the industry?

### That's where we come in.

Once you've completed your studies, our national Graduate Program gives you the perfect foundation for your legal career. Our 2.5 week orientation program is designed to ensure that you'll hit the ground running. It consists of PLT+, local training and a national orientation week in Sydney.

Our rotations will help you discover different areas and find the right fit. From day one you'll be working on complex and sophisticated legal issues, and with our innovative learning and development approach, you'll get the support to become the best you can be.

### You'll get...

- Three rotations of six months in our national practice groups
- mentoring from some of the best lawyers in the country
- a buddy who'll give you the inside information
- meaningful performance feedback so you know you're on the right track
- continuing legal education programs and professional development support
- the chance to participate in our Community Connect and Pro Bono programs and really give back
- social and sporting activities, because we know it's not all work and no play.

We hire most of our Graduates from our Clerkship Programs. Occasionally, additional opportunities may arise. These opportunities will be listed on our website.



# WHAT MAKES CLAYTON UTZ UNIQUE

## WHAT MAKES CLAYTON UTZ UNIQUE?

Staying true to your direction is what defines Clayton Utz. At Clayton Utz, we've built a team of down-to-earth, collaborative lawyers who know that at the heart of exceptional client service is knowing what your client needs. We offer the sharpest legal minds. The clearest advice that cuts through the complexity, so our clients can concentrate on the things that really matter. And an unshakeable sense of what's possible.

This offers our clerks and graduates the opportunities to work on cutting-edge, complex transactions and litigation with lawyers who are recognised as leaders in their fields. We also provide first-class training and development to support our lawyers to be the best they can be. As one of the world's top 10 pro bono firms, clerks and graduates will also have the chance to contribute to our pro bono practice and help make a difference to the individuals and organisations it supports.

Clayton Utz is serious about pro bono best practice. We were the first large Australian law firm to establish an in-house pro bono practice; the first to appoint a full-time pro bono partner; and the first to sign the National Pro Bono Target. Since 1997, our commitment to pro bono has helped to shape what it means to be a leading Australian law firm.

In 2015, we became the first law firm in Australia to provide 500,000 hours of pro bono assistance (and counting).

We have achieved this by focusing on our clients' needs; collaborating with the legal assistance sector and other pro bono colleagues; and making pro bono work part of each of our lawyers' everyday practice.

## WHAT IS THE FIRM'S CULTURE?

Our culture is founded on the behavioural values of trust, respect and co-operation and our foundation value of highest ethical standards. They underpin everything we do. It affects the way we approach each other and our work, our service to our clients and our community involvement.

Diversity and inclusion also underpin the culture at Clayton Utz. Gender is recognised as a priority area under the firm's Diversity & Inclusion strategy. Our approach is multi-faceted and includes maintaining its WGEA Employer of Choice status (EOCGE citation); running our highly regarded Momentum program (a national initiative focused on women); promoting flexible work practices; setting gender KPIs for our people and setting (and achieving) gender targets).

The LGBTI alliance (our LGBTI program) is an essential part of our diversity agenda and is actively promoted by our Chief Executive Partner. It's about encouraging an environment that maximises opportunities for our people to achieve business success and career satisfaction regardless of their sexual orientation, gender identity or intersex status. The role and activities of the LGBTI Alliance are focused around fostering an LGBTI inclusive culture within the Firm, connecting with the broader LGBTI community, developing internal policies, training and education.

## HOW DOES CLAYTON UTZ SUPPORT THEIR EMPLOYEES AND CLERKS?

Our clerkship programs will expose you to the fast pace of a full-service commercial law firm and show you the law in action. You'll be working under the guidance of some of the sharpest legal minds in Australia, on challenging, complex and high-profile transactions and matters. You'll be mentored by partners and lawyers who are leaders in their fields, in a firm where individuality is embraced and innovation actively encouraged. You'll have an opportunity to discover the office environment and culture at Clayton Utz first-hand, and to extend yourself and expand your knowledge.

Clayton Utz prides itself on exceptional training, and you will receive extensive research training and practical work experience. Our 11 week program gives you a week-long orientation and two rotations in different practice areas. You'll also participate in additional training, networking opportunities, and sporting activities. And because of our proud tradition of pro bono work and community involvement, you will have every opportunity to get involved in pro bono work and Community Connect initiatives.

Once you've completed your studies, our National Graduate Program gives you the perfect foundation for your legal career. It commences with a 2.5 week national orientation program and consists of PLT+, local training and a national orientation week in Sydney. Once you have settled in your practice group your development journey continues with a range of workshops, on-line learning, coaching and mentoring conversations. Your graduate year is a great time to experiment, so experiencing different practice groups is a key component of our graduate program. You'll complete 3 rotations of 6 months.

Once you've finished the Graduate Program Clayton Utz supports your development through tuition assistance and/or study leave to help you obtain relevant postgraduate qualifications.

We have formal and informal international placement programs with various leading law firms around the world that see Clayton Utz lawyers living and working in London, New York, Tokyo and Hong Kong. Our Japanese exchange program with leading Japanese law firms and trading houses involves extended secondments both to and from Japan for graduates and lawyers.



# CLAYTON UTZ

## CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Canberra	15/06/2017	16/07/2017	11 weeks	Zoe Wickham Graduate Resourcing Consultant, Canberra & Sydney +61 2 9353 5474 zwickham@claytonutz.com
Sydney	15/06/2017	16/07/2017	11 weeks	
Melbourne	10/07/2017	13/08/2017	4 weeks	Alison Tassiou Graduate Programs Consultant, Brisbane, Melbourne, Perth +61 3 9286 6955 atassiou@claytonutz.com
Perth	17/07/2017	06/08/2017	3 weeks	
Brisbane	27/02/2017	20/03/2017	4 weeks	
Eligibility of Domestic Students		Penultimate year law students.		
Eligibility of International Students		Penultimate year law students that have legal rights to work full time in Australia during their clerkship and if they are able to apply for the relevant visa to work unrestricted after they complete their studies.		
Website		https://www.claytonutz.com		
Application Process		Online application: Applicants are required to submit a copy of their cover letter, CV, academic transcript.		

Development opportunities at Clayton Utz are endless and also include technical training, national learning programs, excellence programs, further study, external learning, on the job learning, mentoring, pro bono work, opportunities with our Community Connect program and a range of other initiatives.

### WHAT STRENGTHS AND VALUES DOES CLAYTON UTZ LOOK FOR IN A POTENTIAL CLERK?

The most important ingredient in our success is our people.

While strong academic results are important, we're looking for clerks who are personable, practical, commercially-savvy, as well as flexible. Our lawyers undertake complex and innovative legal work, so it's important that they are intelligent and motivated individuals who aren't afraid of a challenge. We'll look at whether you've had a broad range of experience, such as part-time employment, voluntary work, legal experience (voluntary or otherwise), or sporting, cultural or community pursuits.

Most importantly, we are looking for clerks who we'd enjoy working alongside and who would enjoy working alongside us. We want you to embody the firm's values, every day, in all that you do.

### WHAT SKILLS DO STUDENTS NEED TO DEMONSTRATE TO BE A CLERK AT CLAYTON UTZ?

Clayton Utz employs people with a wide range of backgrounds, skills, interests and competencies. We look for people who can contribute new ideas and who take a creative approach to solving problems. Examples of valued skills include time management, being proactive, teamwork, collaboration, and an understanding of client service.

We look for people who are:

- Flexible and can stay effective while adjusting to a changing work environment;
- Excited by learning, and actively seek new ideas and different perspectives;
- Adept at building relationships with clients and peers to achieve goals; and
- focused on results and can drive a task or project through to completion.



# BE MORE

THERE'S MORE TO LAW  
AT GILBERT + TOBIN



[GTLAW.COM.AU](http://GTLAW.COM.AU)



GILBERT  
+ TOBIN



# BE MORE

*Join the game-changers of Australian law.*

Over the summer of 2016/17 I was given the opportunity to be a summer clerk at Gilbert + Tobin in Sydney. Deciding which firm to join can be a daunting task, however G+T appealed to me due to the firm's agile and progressive approach. The firm seemed to truly value juniors and was not afraid to adapt to meet new demands. These attributes, coupled with the laidback, genuine personalities of the people in the firm, where the reasons I chose G+T.

Over the 10 week clerkship I rotated through Real Estate and Projects and Competition + Regulation. During my rotations I was involved in a large scale due diligence for a billion dollar resources company, assisted on Australia's first criminal cartel, drafted advices, completed research tasks and was taken to client meetings. Outside of rotations I participated in G+T's annual hackathon with Westpac, learnt basic coding and received fortnightly training on a wide range of commercial topics. I was also given a pro bono task, an innovation research project and opportunities to be more involved in various pro bono services. As you can see the 10 weeks is full of a variety of activities.

The summer clerkship was also one of the most enjoyable summers I have had in Australia, as there was the weekly sport competition with clerks from other law firms, multiple Christmas

parties, weekly drinks and many social lunches. I was also clerking with 22 other law students, who were all friendly and interesting.

The clerkship provided me with the perfect insight into working in a commercial law firm, followed by the opportunity to continue working as a paralegal in G+T's Banking + Infrastructure practice. I am excited to begin my career in commercial law at Gilbert + Tobin, knowing the firm provides me with so many opportunities for development.

Sean Macdonald  
2016/17 Sydney Summer Clerk



*Gilbert + Tobin stood out to me from the beginning of the clerkship process. I liked the fact it has a flat workplace structure and that all employees are valued equally regardless of their position or level of experience. I also really liked that the firm is constantly looking for new ways they can improve and use technology to streamline legal processes.*

*Being a clerk at G + T exceeded all my expectations. My mentors and buddies made it easy to settle in. Every lawyer and partner I worked with took the time to brief me on a matter comprehensively before allocating work. This meant I could always understand how a task fit in to the big picture and I was able to learn a lot, very quickly.*

*I was really surprised by how much responsibility I was given from very early on in the clerkship. I didn't expect to be drafting affidavits and statements or corresponding with clients, but I found myself doing these tasks regularly.*

*The lawyers and partners are approachable, friendly, and always willing to answer any questions. On several occasions people went out of their way to organise for me to sit in on client meetings, court matters, interviews or arbitrations. On top of this, people are friendly and welcoming, and nobody takes themselves too seriously. I felt so privileged to work at G+T and cannot recommend the firm highly enough.*

Amelia Noble  
2016/17 Sydney Summer Clerk



Find out more at  
[GTLAW.COM.AU](http://GTLAW.COM.AU)





# WHAT MAKES GILBERT + TOBIN UNIQUE

## WHAT IS GILBERT + TOBIN'S CULTURE?

As a young and independent firm we're not constrained by tradition, so we are always open to change, new ideas and different perspectives on how to deliver the best outcomes to our clients. We work within a flat structure, which means our clerks and graduates have direct access to lawyers and partners who are experts in their fields, as well as matters that will improve their skill sets and career prospects. We offer an informal and relaxed environment, approachable partners and lawyers, diverse teams, friendly people who care about the firm and the high performance contribution they make irrespective of their role. "Our culture is unique, and at its heart it's a paradox. It's energetic and proactive, incredibly driven and ambitious — but also understated, funny and generous. We describe it as being 'smart with heart'." Adam Laura, Partner - Corporate Advisory

## HOW DOES GILBERT + TOBIN SUPPORT THEIR EMPLOYEES AND CLERKS?

G+T presents a unique opportunity for you to make a name for yourself through the matters and transactions you work on, with personal accountability yet supported by those around you.

Mentoring is an important aspect of clerk and graduate life at G+T. You'll be paired with a more experienced lawyer who will mentor and guide you through your rotations and your transition into a practice area. You can look to your mentor to assist you in establishing relationships firm wide and for ongoing support as needed. It's less about developing your technical legal skills, and more about helping you forge your own career path.

At G+T, we consider continuous learning to be a critical component of your professional and personal career development. The firm's learning courses improve the technical, legal and business skills of our employees at all stages of their careers. We use a variety of teaching techniques, including at-desk instruction and mentoring, classroom-based training and experiential learning.

Formal training is only one element in your development of strong legal skills. For this reason, we place considerable emphasis on practical, one-on-one learning with managers, senior lawyers and partners. Lawyers are also encouraged to attend relevant external seminars.

We encourage our lawyers to undertake postgraduate study. This includes offering funding assistance for masters' degrees and other postgraduate courses as

part of our ongoing commitment to your continuing education. While studying, you will also be offered study leave to complete essays and attend exams. For our graduates we fund Practical Legal Training (PLT) through our tailored in-house program and the College of Law. Graduates are provided with PLT exam and study leave and are supported the whole way through by a dedicated PLT mentor. Our graduates also benefit from a tailored Younger Lawyers training program. This starts with a concise introduction to G+T's areas of specialisation and includes core skills training you will require as a lawyer.

## WHAT SKILLS DO CLERKS GAIN FROM COMPLETING A CLERKSHIP AT GILBERT + TOBIN?

As you progress through your rotations you will develop invaluable skills and knowledge and gain first-hand experience of our various practice groups. Understanding the mechanics of legal practice through research, drafting memos, attending court and meeting clients builds confidence in our clerks. You'll have the chance to jump right in and immerse yourself in a leading corporate law practice.

"My assigned buddy often encouraged me to have a 'first crack' at graduate level tasks, such as drafting witness statements for a big merger clearance, and gave me valuable feedback on how to improve my work. I rarely found I was stuck doing really menial tasks; everyone around me seemed to have a surprisingly high estimation of my ability and made an effort to get me involved in interesting, high profile matters." -- Sally Kirk, 2016 Summer Clerk

## WHAT OPPORTUNITIES AND EXPERIENCES ARE AVAILABLE TO THOSE WHO WORK AT GILBERT + TOBIN?

We invest in our people in many different ways. You'll be encouraged to take up secondments in different locations and practice groups, as well as with clients. You may be offered funding for work-related conferences or research projects, and we provide financial support for further education.

G+T lawyers of all levels work directly with partners and clients. Our lawyers have the opportunity to learn quickly on some of the highest profile transactions in the market.

It's likely that a significant proportion of your time will involve working on cross-border transactions and domestic deals in other jurisdictions as well as in Australia. As a result of our international work commitments, the opportunity for travel is available to our lawyers and business operations specialists.

We also offer our lawyers a range of international secondment opportunities to other leading independent corporate law firms around the world.

Through secondment opportunities lawyers are able to work in-house both locally and internationally to help expand their understanding of our clients and gain a greater understanding of relevant industry sectors.

# GILBERT + TOBIN

## CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	15/06/2017	16/07/2017	10 weeks	Kristie Barton People Team 02 9263 4575 clerkships@gtlaw.com.au.
Melbourne	10/07/2017	13/08/2017	4 weeks	Sarah Crinnigan People Team 03 8656 3396 scrinnigan@gtlaw.com.au
Perth	17/07/2017	06/08/2017	3 weeks	Lisa Harold People Team 08 9413 8411 lharold@gtlaw.com.au
<b>Eligibility of Domestic Students</b>		Preference is given to penultimate year students. Final year students who are unable to complete a clerkship in their penultimate year may also apply.		
<b>Eligibility of International Students</b>		International students may apply and will be considered on a case by case basis, alongside our standard application criteria.		
<b>Website</b>		<a href="https://www.gtlaw.com.au/">https://www.gtlaw.com.au/</a>		
<b>Application Process</b>		Online application through CV mail job portal. Students are required to submit a Cover letter, CV and their academic transcript.		

Each year we award a scholarship of up to \$10,000 to support a lawyer studying at any educational institution in the world in a subject area of their choice, which complements their legal career and aspirations. Past scholarship winners have studied at prestigious institutions in the United Kingdom, United States and Hong Kong, including: University of Oxford, London School of Economics, Columbia University, Harvard University, New York University, Stanford University, University of Florida, and Duke University.

G+T also offers two clerks the opportunity to work as an intern in a native title office during the winter university break. The internship is fully funded by the firm and provides you with work experience in native title law. There are placement locations Australia-wide and students are placed according to the needs of the Aurora project.

### WHAT MAKES A STUDENT STAND OUT TO GILBERT + TOBIN DURING THE APPLICATION PROCESS?

There is no 'typical' G+T clerk. We actively seek people from all types of backgrounds, and with very individual personalities. We look for applications which reflect a candidate's ambition, determination and entrepreneurial spirit; qualities we believe it takes to succeed both at G+T and to meet the challenges of the future of law. Of course, candidates need to carefully consider the reasons they are applying to G+T and articulate these in their tailored application.

### WHAT STRENGTHS AND VALUES DOES GILBERT + TOBIN LOOK FOR IN A POTENTIAL CLERK?

While strong university results and academic achievements count, we're also looking for people who align with our firm's culture and values. We're not a prescriptive firm when it comes to our people; we invite individuality and diversity. Our people are collaborative, passionate and dedicated — but most of all they enjoy what they do and never forget to have fun. We seek clerks who will complement our practice groups and don't feel the need to take themselves too seriously.

### WHAT SKILLS DO STUDENTS NEED TO DEMONSTRATE TO BE A CLERK AT GILBERT + TOBIN?

In addition to the qualities outlined above, successful candidates will have ability to build positive working relationships within and between different teams. They will be able to demonstrate a creative, confident (without arrogance) and thoughtful approach to solving problems. Other key assets we look for include an interest in the world and its challenges, the ability to thrive and adapt, and a willingness to roll up your sleeves.





# ABOVE AND BEYOND

BE A PART OF EVERYTHING



HERBERT  
SMITH  
FREEHILLS

## GRADUATE CAREERS IN LAW

Join Herbert Smith Freehills and you'll do more than just experience life at a leading law firm, you'll be a part of everything we have to offer - whether you're working on a high-profile takeover, catching up with an overseas client or taking on some challenging pro bono work. It's an environment in which your perspective, ideas and experiences will make a real difference.

Don't just experience everything, be a part of it.

SEARCH HSF GRADUATES FOR MORE







HERBERT  
SMITH  
FREEHILLS

# BE A PART OF EVERYTHING

Join us as a Herbert Smith Freehills Vacation Clerk and you'll do more than just experience life at a leading law firm, you'll be a part of everything we have to offer.

Takeovers and mergers. Arbitration and litigation. Finance and real estate. As a world class professional services business, our work is incredibly varied. Thanks to the quality of our global network and world-class Business Services professionals, we work with some of the biggest international organisations on some of their most ambitious projects.

Herbert Smith Freehills is a place where you won't just experience everything, you'll be a part of it. So if you've got the drive and ambition to become a brilliant lawyer, we'd like to hear from you.

## YOUR DEVELOPMENT

We view you as the partners of the future, so it goes without saying that your development is incredibly important to us. Our full service practice and extensive work for international clients means you'll enjoy a varied experience across contentious and non-contentious departments.

As well as getting exposure to a huge breadth of work, you'll be supported to grow your career and reach your goals with flexible training and development plans. Individually designed, these plans will allow you to gain experience in all areas and help you find what's best for you and your career.

## WHAT WE LOOK FOR

We are interested in who you are and the strengths you can bring. We look for exceptional people from a diverse range of backgrounds with the passion and ability to become truly brilliant lawyers.

And there's more to that than just a great academic record. There's fantastic perception and communication skills. There's confidence and collaboration skills. Empathy, an international mindset and diligence. And there's the drive to not only experience everything, but to be a part of it.

We have prepared some more detailed information on our website: [careers.herbertysmithfreehills.com/au/grads/au/grads/join-us](https://careers.herbertysmithfreehills.com/au/grads/au/grads/join-us)

## INTERNATIONAL GRADUATE SECONDMENT PROGRAM

Our international network means that we can offer opportunities and experiences that are unrivalled in scope. In 2014 we launched our international secondment program for Australian graduates to our Singapore, Hong Kong, Tokyo and London offices and we are continuing to expand our secondment program.

To read more about our international graduate secondment program including some recent experiences from our graduates go to our website: [careers.herbertysmithfreehills.com/au/grads/graduate-program](https://careers.herbertysmithfreehills.com/au/grads/graduate-program)

## JOINING US

We offer a range of summer and winter clerkships in each of our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: [careers.herbertysmithfreehills.com/au/grads/vacation-clerkships](https://careers.herbertysmithfreehills.com/au/grads/vacation-clerkships) or contact one of our graduate recruitment team.

# 26

## GLOBAL REACH

26 offices, including associated offices across Asia-Pacific, EMEA and North America

## OUR GLOBAL PRACTICE GROUPS

- Alternative Legal Services (ALT)
- Competition, Regulation and Trade
- Corporate
- Dispute Resolution
- Employment, Pensions and Incentives
- Finance
- Projects and Infrastructure
- Real Estate



## CONTACT



**James Keane**  
Graduate Recruitment Consultant  
T +61 2 9322 4313  
[james.keane@hsf.com](mailto:james.keane@hsf.com)

## KEY DATES AND DEADLINES

	BRISBANE	MELBOURNE	PERTH*	SYDNEY
Approximate number of positions	25-30	70-80	45-50	30-35
Clerkship programs	2 summer	2 summer 1 winter	2 summer 1 winter	1 summer
Applications for all 2017/18 programs open	27 February 2017	10 July 2017	17 July 2017	15 June 2017
Applications for all 2017/18 programs close	20 March 2017	13 August 2017	6 August 2017	16 July 2017
Offers made	8 May 2017	12 October 2017	20 September 2017	4 October 2017

\*Perth vacation clerkship dates to be confirmed

**Please note:** An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.

# WHAT MAKES HERBERT SMITH FREEHILLS UNIQUE

Takeovers and mergers. Arbitration and litigation. Finance and real estate. As a world class professional services business, our work is incredibly varied. Thanks to the quality of our global network and world-class Business Services professionals, we work with some of the biggest international organisations on some of their most ambitious projects.

Join us as a Herbert Smith Freehills graduate and you'll do more than just experience life at a leading law firm, you'll be a part of everything we have to offer.

We're organised along six global divisions – corporate; dispute resolution; finance, real estate and projects; employment, pensions and incentives; competition, regulation and trade and alternative legal services.

We invite around 30-35 penultimate year law students to participate in our vacation clerkship program each year. We offer one clerkship each year over the summer. Clerks work in two practice areas during the clerkship. What are Herbert Smith Freehills' key values?

We look for exceptional people with the desire and ability to become truly brilliant lawyers. And there's more to that than just a great academic record. There's fantastic perception skills. There's confidence. There's empathy. There's an international mindset. There's diligence. And there's the drive to not only experience everything, but to be a part of it.

## HOW DOES HERBERT SMITH FREEHILLS GIVE BACK THE COMMUNITY?

At Herbert Smith Freehills our focus is on using our expertise and leadership to increase access to justice and opportunity for the benefit of local and global communities. At the core of Herbert Smith Freehills' approach is a long-standing and proud tradition of providing pro bono legal services and advocacy. This commitment to pro bono legal services for members of the public has developed into a broader program of volunteering and charitable giving that involves a much wider range of people across this firm. Many of our vacation clerks participate in pro bono and community work and describe it as one of the highlights of their clerkship.

For more information about our pro bono and community work visit: [herbertsmithfreehills.com/pro-bono-and-citizenship](http://herbertsmithfreehills.com/pro-bono-and-citizenship)

## WHAT DOES HERBERT SMITH FREEHILLS DO TO ENSURE A POSITIVE WORK ENVIRONMENT?

Herbert Smith Freehills is proud to promote a culture of fairness, equality and inclusion. We believe that having a diverse and open workplace adds new dimensions to how we tackle client challenges and drives innovation forward. Wherever you join us, you'll find talented people with different views, experiences and backgrounds.

In Australia, we have focused our efforts to be more inclusive and our first priority was to run inclusive leadership sessions for the entire partnership so that we could each understand why diversity and inclusion is a business imperative for our firm.

For more information on our diversity and inclusion program visit: [herbertsmithfreehills.com/about-us/diversity-and-inclusion](http://herbertsmithfreehills.com/about-us/diversity-and-inclusion). In Australia, we have focused our efforts to be more inclusive and our first priority was to run inclusive leadership sessions for the entire partnership so that we could each understand why diversity and inclusion is a business imperative for our firm.

For more information on our diversity and inclusion program visit: [herbertsmithfreehills.com/about-us/diversity-and-inclusion](http://herbertsmithfreehills.com/about-us/diversity-and-inclusion).

## WHAT SKILLS DO CLERKS GAIN FROM COMPLETING A CLERKSHIP AT HERBERT SMITH FREEHILLS?

Finding the right fit for you is key to deciding where to start your legal career. Since working together is a good way to get to know each other, we offer a range of summer and winter clerkships

in each of our Australian offices. We encourage students to participate in our vacation clerkship program and we fill the majority of our graduate positions through this program.

As a vacation clerk, you will be given extensive training on all aspects of the firm, drafting and research skills. Current lawyers and partners will speak to you about what they do and the nature of work in each of the legal sections of the firm. You will have the opportunity to work with our lawyers as a member of our legal team, attend professional development seminars and briefing sessions on business development strategies and information technology.

Of course, there is also a variety of social events organised for the clerks.

# HERBERT SMITH FREEHILLS CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	16/06/2017	16/07/2017	11 weeks	James Keane Graduate Recruitment Consultant +61 2 9322 4313 graduates.sydney@hsf.com
Melbourne	10/07/2017	13/08/2017	4 weeks	Hong Le Graduate Recruitment Consultant +61 3 9288 1937 graduates.melbourne@hsf.com
Perth	17/07/2017	06/08/2017	3 weeks	Chloe McClements Graduate Recruitment Consultant +61 8 9211 7556 Chloe.McClements@hsf.com
Brisbane	27/02/2017	20/03/2017	4 weeks	Tanya Dunbabin Graduate Recruitment Consultant +61 7 3258 6571 tanya.dunbabin@hsf.com
<b>Eligibility of Domestic Students</b>		Preference is given to penultimate year students. .		
<b>Eligibility of International Students</b>		Penultimate year law students with unrestricted legal rights to work in Australia when they commence their clerkship.		
<b>Website</b>		<a href="http://www.careers.herbertysmithfreehills.com/au/grads/join-us">www.careers.herbertysmithfreehills.com/au/grads/join-us</a>		
<b>Application Process</b>		Online application through CV mail job portal. Students are required to submit a Cover letter, CV and their academic transcript.		

## WHAT MAKES A STUDENT STAND OUT TO HERBERT SMITH FREEHILLS DURING THE APPLICATION PROCESS?

We are interested in who you are and the strengths you can bring. We recruit employees from a wide range of backgrounds who possess the qualities we look for in our lawyers: intellectual curiosity, confidence, clarity of thought, the ambition to grow personally and professionally, and the ability to develop exceptional working relationships with clients and colleagues. We have prepared some more detailed information on our website: [careers.herbertysmithfreehills.com/au/grads/join-us](http://careers.herbertysmithfreehills.com/au/grads/join-us)

## WHAT IS INVOLVED IN THE HERBERT SMITH FREEHILLS INTERVIEW PROCESS?

Applications for vacation clerkships should be submitted via CVmail. Your application should include a brief cover letter, a current CV and a recent copy of your academic transcript. We ask all candidates to answer a few short questions about their interest in Herbert Smith Freehills and commercial law generally. Candidates who are invited to interview will be asked to complete an online assessment. We've included some information on our online assessment process to help you prepare: [careers.herbertysmithfreehills.com/au/grads/join-us](http://careers.herbertysmithfreehills.com/au/grads/join-us)

We run events in each state throughout the recruitment period, where you can meet our lawyers in an informal setting. Chat with our graduates and junior and senior lawyers, and ask any questions that haven't been answered.

We aim to make the interview as relaxed as possible. It's less about us asking a list of prepared questions and more about giving you a chance to tell us all about yourself. Even so, the interview is your opportunity to present yourself in the best light.

We've prepared some more detailed guidance on our website: [careers.herbertysmithfreehills.com/au/grads/join-us](http://careers.herbertysmithfreehills.com/au/grads/join-us)

B E C O M E

# KING & WOOD MALLESONS

A little about what we have to offer

Innovation is a way of life at King & Wood Mallesons. We are the only firm in the world created from a merger between a Chinese firm and an Australian firm. Combined with our global platform across Europe, the US and the Middle East, we are facing the future head-on – connecting the world to Asia and Asia to the world. The resulting mix of cultures and clients means that KWM is a melting pot of ideas where the only thing that will stop you is the size of your own vision.

We embrace the workplace of the future, focused on what we get done not how we do it. We value mobility, flexibility and agile working. Always pushing the boundaries of what can be achieved, we are reshaping the legal market and challenging our clients to think differently about what a law firm can be.

## KEY STATISTICS

- 27 offices globally.
- One of the largest international legal networks in the Asia region with 500+ partners and more than 2000 lawyers.
- #1 global brand in Asia and #14 global legal brand.\*
- Our clients are a mix of global financial and corporate powerhouses to the new industry-makers and all levels of government (some for over 200 years).
- We are the only law firm able to practice Australian, PRC, Hong Kong and English law under one integrated legal brand.

*\*Source: 2016 Acritas Sharp Global Elite Brand Index and 2016 Acritas Asia Pacific Law Firm Brand Index*

## REGIONAL PRESENCE

The King & Wood Mallesons network extends across the following regions:

- Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore)
- Europe
- Middle East
- North America

## OUR PROGRAMS

### SEASONAL CLERKSHIP PROGRAM

**Applications open:**

**Thursday 15 June 2017**

**How to apply: Via our online application system at [kwm.com/careers](http://kwm.com/careers)**

We offer clerkships so that you get a clear picture of what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we like to work, our culture, practice areas, clients and more. For many, the clerkship is the first stage of continuous development at King & Wood Mallesons.

#### Details of the Seasonal Clerkship Program

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- **The day-to-day skills to get you started** – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- **The core practice teams at King & Wood Mallesons** – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- **Our culture** – working within your team, you'll be exposed to, and also encouraged to be actively involved in, the many activities and events that help create our unique culture.
- **Our people** – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.

#### Your role

Clerks usually rotate through two different practice groups.

You'll be allocated a supervisor in each of your practice groups and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals the team is working on.

Every clerk receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live.

### GRADUATE PROGRAM

Our graduates participate in a targeted development program. We have a framework that cultivates valuable skills and that sets our graduates up for success now and in the future.

The program provides a practical business foundation for junior lawyers. You'll receive:

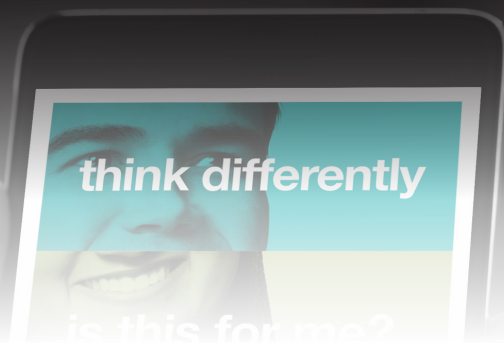
- Meaningful work covering a wide range of practice areas
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment
- The opportunity to work with a range of partners, senior associates and solicitors in different practice groups
- A practical understanding of areas of our legal practice
- A comprehensive knowledge of the firm, our technology, our resources, our processes and, of course, the people you'll work with.



# Q&A with the 2016 Canberra summer clerks

KING & WOOD  
MALLESONS

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**BEN MORGAN, JACQUI WILLIAMS, LUKE HAZLETON AND LEON REBELLO** all joined King & Wood Mallesons (KWM), Canberra as summer clerks in 2016. Following the clerkship, Jacqui has continued on as a graduate this year.

In this article we'll share a few highlights of our experience as summer clerks, and give you some tips for applying for a summer clerkship at KWM.

## WHAT TYPE OF MATTERS DID YOU WORK ON?

Over the ten week clerkship, we each rotated through two practice groups. We got to work on a large range of matters, including long and short-term matters, for public and private clients. We were all really impressed by the variety and challenging nature of the work at KWM. It was great to work with a number of different people across the firm.

In the Dispute Resolution team, we (Ben and Luke) worked on many matters including the administrative review of major mining tax concessions, medical malpractice, personal injury, and a complex 12-party dispute over loss of goods. We also attended pre-trial mediation and several court proceedings.

We (Jacqui and Leon) rotated through the Projects & Real Estate practice group. We worked on lease applications, reviewing purchase and sale contracts, drafting advice on the new Building Code, liaising with ACT authorities and other matters relating to contracting and due diligence.

We each had a rotation in a Mergers & Acquisitions practice group team. Jacqui was involved in a multinational IP and distribution project, as well as some Foreign Investment Review Board matters. Ben worked predominately in the telecommunications, media, entertainment and technology team. Luke and Leon contributed to projects involving international treaty interpretation and government procurement.

During our clerkship, we were also involved in a pro bono project with the Sydney clerks to update the Lawstuff pages on the National Children and Youth Law Centre's website.

## LAW FIRMS ALL SEEM THE SAME, WHY KWM?

We chose KWM for a number of reasons! Everyone at KWM is friendly, supportive, and interested in getting to know you. KWM took an active interest in our experiences outside of the law, and how those experiences might inform and contribute to a more well-rounded practice. This bigger picture approach manifested itself in a mix of interesting people from diverse backgrounds, which in turn made working at KWM much more interesting. This strong 'people focus' really distinguished KWM in our eyes.

One of the firm's priorities is making KWM a great place to work. This really shines through in the work culture. KWM has an exceptionally inclusive and collaborative culture and the firm tries very hard to maintain this.

We were all interested in the quality of private and public sector commercial transactions KWM is involved in. KWM is also a renowned international firm, with great networks and a focus on the Asian region. We are all interested in the opportunity to travel to and work with international offices. During our clerkship in the Canberra office, we felt part of an international network that meets the needs of both clients and the community.

## HOW DID YOU GET UP TO SPEED?

Throughout the clerkship we had plenty of formal and informal training sessions, which got us up to speed with IT and legal skills,

and practices at the firm. We also had the opportunity to attend additional training seminars and workshops that provided insight into current legal and client spheres.

In each rotation, we were paired up with a junior lawyer who acted as our 'buddy', as well as a senior lawyer as our 'development coach', and our team partner. This structure gave us clear avenues for asking questions, sourcing work, and seeking feedback. Outside of the formal structures, we found that other team members were more than happy to help us out and offer advice on the best way to approach specific issues. We also learnt a lot from each other by regularly catching up and discussing our experiences in different teams.

## WHO DO YOU THINK SHOULD APPLY FOR A CLERKSHIP AT KWM?

During our clerkship, we discovered that KWM really cares about its people and celebrates our diversity.

There are a few characteristics that will foster your success at KWM:

- Teamwork – being able to work and collaborate with others, build relationships and rapport is key to everything we do at KWM;
- A broad perspective – KWM has a strong focus on innovation and developing areas of the law, as well as a multi-national outlook;
- Learning agility – working in a law firm is very different to studying at Uni, so the ability to adapt quickly to new tasks, matters, colleagues and clients is essential;
- Intellectual curiosity – KWM encourages its people to think about new and efficient solutions to legal and business problems; and
- Initiative and commitment – KWM rewards self-motivated and enthusiastic people.

**We really encourage you to apply for a Summer Clerkship at KWM as we have all found it a really rewarding experience.**

Ben Morgan, Jacqui Williams, Luke Hazleton and Leon Rebello

Visit our Facebook page [facebook.com/KingWoodMallesons](https://facebook.com/KingWoodMallesons)



# WHAT MAKES KING & WOOD MALLESONS UNIQUE

## WHAT IS KING & WOOD MALLESONS'S (KWM) CULTURE?

Put simply, we want to make KWM a great place to work. Our people value flexibility and want the ability to have a variety of options as to where and when they work. We are always listening and making adjustments to the way we work; it's important to us and our clients that our people enjoy coming to work every day. The firm is committed to empowering our people to work in a more flexible way that works for our clients, our teams and our staff. We call this Agile Working. We actively support and encourage different working arrangements such as shifting working hours during projects and transactions, working from home with the day and frequency changing based on team and client needs, shifting work schedules to accommodate sporting or social commitments and sitting with different teams during projects.

The firm works closely as a team across its international network to pursue client opportunities. We have a high performance culture where our results are realised through collaboration, innovation and engagement.

## HOW DOES KWM SUPPORT THEIR CLERKS AND GRADUATES?

Most lawyers join KWM as seasonal clerks or graduates and we are committed to supporting the wide variety of career options which are of interest to lawyers in today's competitive global market. We acknowledge that career paths are as individual as the people pursuing them. That's why the firm offers a broad range of career development opportunities to help you to acquire the skills and experience you need to achieve your career goals.

This includes:

- **Rotations** - Graduates participate in a rotation program which consists of 3 rotations of 6 months duration. This provides graduates with an opportunity to 'test the waters' in various practice groups before deciding which area they will practice in long term.
- **Inter-office/team transfers and project work** - The firm encourages the mobility of staff across teams and centres in line with business needs.
- **Professional development opportunities** – The firm is committed to helping you pursue areas of professional learning that interest you, including those that are outside mainstream legal training. For example, we recently ran a 4 week coding training program to help our lawyers engage more deeply in the digital world.

## HOW DOES KWM GIVE BACK TO THE COMMUNITY?

Our firm is committed to contributing to the community through our Australia-wide KWM in the Community program.

As a firm, we have defined our primary charitable targets as:

- Helping children and young people at risk.
- Alleviating poverty and improve community welfare.

Globally KWM also works to target the environment + sustainability.

Our KWM in the Community program involves a range of initiatives to achieve multi-level support for members of our community who are most in need and the organisations that assist them. It allows for the engagement of KWM volunteers from both legal and non-legal teams through the wide range of support we provide. KWM staff have the opportunity to assist with pro bono advice, charitable giving and volunteering initiatives.

KWM is dedicated to providing pro bono legal services. We believe law firms have a responsibility to give back to the community by providing free legal work to the needy and disadvantaged.

Participating in pro bono also provides professional development for our lawyers by giving them:

- Personal satisfaction from helping individual clients;
- The opportunity to participate in the process of law reform;
- The opportunity to practise in different areas of law;
- A broader outlook as a result of contact with a broader range of clients; and
- Greater knowledge and understanding of community affairs.

# KING & WOOD MALLESONS CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Brisbane	27/02/2017	20/03/2017	3 weeks	Jill Stocker P&D Advisor jill.stocker@au.kwn.com
Canberra	15/06/2017	16/07/2017	Summer	Vicki Thompson P&D Centre Manager vicki.thompson@au.kwm.com
Melbourne	10/07/2017	13/08/2017	3 weeks	Koraly Mavrikios Graduate Resourcing Consultant koraly.mavrikios@au.kwm.com
Perth	17/07/2017	06/08/2017	3 weeks	Connie Herbert P&D Advisor connie.herbet@au.kwm.com
Sydney	15/06/2017	16/07/2017	Summer	Kellie Mildred Graduate Resourcing Consultant kellie.mildred@au.kwm.com
<b>Eligibility of Domestic Students</b>		Penultimate year students. However, final year law students are eligible for clerkships if they are unable to do a clerkship during their penultimate year.		
<b>Eligibility of International Students</b>		Penultimate or final year law students who have demonstrated progress towards becoming a permanent resident. Permanent residency is a requirement for graduates.		
<b>Website</b>		<a href="http://www.kwm.com/en">http://www.kwm.com/en</a>		
<b>Application Process</b>		Online application: Applicants are required to submit a copy of their cover letter, CV, academic transcript and answer some online questions. Online testing and questionnaires.		

## WHAT SKILLS DO STUDENTS NEED TO DEMONSTRATE TO BE A CLERK AT KWM?

While there are many skills that we value in our clerks and graduates, we know there are a number of key skills and attributes that are shared by our people who go on to have successful careers at KWM. These include:

- Results orientation – a track record of achievement and performance in life, not just your academic career.
- We want to find talented individuals who, through commitment and resilience, have demonstrated their ability to identify and achieve stretch goals.
- Intellectual curiosity – deep thinkers who seek out information and diverse views to reach a practical and efficient solution to business problems.
- Client centricity – we work in our clients' worlds and partner with them to achieve their goals. Our lawyers have a genuine interest in their clients and this is critical to providing exceptional service.
- Learning agility – the international legal landscape is changing every day. We need people who demonstrate flexibility and an openness to dealing with change. This includes maintaining a positive attitude and managing performance in the face of ambiguity or uncertainty.

- Team work: We operate as one family, one firm working together and supporting each other across our network.

## WHAT STRENGTHS AND VALUES DOES KWM LOOK FOR IN A POTENTIAL CLERK?

At KWM we value a range of capabilities, backgrounds, perspectives and experiences. We are interested in what you have to bring to KWM – whether it be technical ability, social impact or leadership.

We look for people who work collaboratively and who demonstrate excellent communication skills, business acumen, curiosity, drive and resilience. We also value people who embrace different perspectives and have an appetite for taking risks.

In addition to your academic achievements, we also want to know that you have emotional intelligence, can be a successful team player and the ability to problem solve and think outside the box.

We will empower you to be your best self through on the job training, mentoring, and formal learning opportunities. It starts with the clerkship program and continues throughout your career at the firm.





MinterEllison

Collaborate

Licenced conveyancers Jacinta Lagana and Ashley Wilson, meeting to review an off the plan contract containing special conditions for a client.

**IT ALL  
STARTS  
HERE**



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A photograph of two men in business suits standing in front of a modern building with large windows. The man on the left is younger, wearing glasses and a patterned tie. The man on the right is older, also wearing glasses, has a goatee, and is wearing a watch and a ring. They are both smiling. The background is a blurred view of a city building.

# MinterEllison

## Innovate

Partner Gareth Jolly and Associate Cameron Loughlin  
after winning the firm's national Hackathon for  
their new legal service app.

# IT ALL STARTS HERE



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# WHAT MAKES MINTERELLISON UNIQUE

## HOW DID MINTERELLISON BECOME THE FIRM WE KNOW TODAY?

At MinterEllison, our people are our brand. Every day, every person in our firm plays a vital role in helping clients to close deals, find solutions, resolve disputes, grasp opportunities and create value.

MinterEllison sees the value in an Australian-led international law firm and offers a full range of legal services to an impressive list of clients across Australia, in Asia and globally. In the 2016 Chambers AsiaPacific rankings, MinterEllison had the second highest number of ranked practice areas of any law firm in the Asia-Pacific.

We are a diverse, friendly and supportive team – a team that takes pride in our work, our individual and collective achievements, our clients' success, and our firm's reputation in the marketplace. We enjoy the challenges of working at a top tier law firm – in fact over 40 per cent of us have been with MinterEllison for five or more years.

Our reputation has been built on exceptional work and long established client relationships. We are recognised for our clear thinking and straight forward communication, strong technical skills and ability to deliver commercially practical solutions that assist clients to achieve their business objectives

## WHAT IS MINTERELLISON'S CULTURE?

Four core values underpin everything we do at MinterEllison – they are the basis of our firm's culture, they shape our behaviour towards each other and our clients, and they drive our business:

- **Integrity and trust** – being honest, constructive, fair and ethical.
- **Excellence** – striving to be the best in everything that we do.
- **Enduring relationships** – working with people and organisations who share our values.
- **Balance** – respecting each other's needs outside work and the diverse contribution each person makes to improving our firm.

## WHAT OPPORTUNITIES AND EXPERIENCES ARE AVAILABLE TO THOSE WHO WORK AT MINTERELLISON?

If you start your career at MinterEllison, your experience in the first few years will be full of challenging and exciting work, support and mentorship, and professional and personal growth, all the while having the opportunity to develop new networks and friendships.

As a MinterEllison graduate you will be more than just a technically brilliant lawyer, achieve early success through fast tracked career opportunities, become your client's best partner, create innovative solutions for your clients and gain broad exposure through a flexible graduate program.

Our goal is to be our clients' best partner, therefore we offer the same opportunities to clerks as we do our seasoned lawyers. Aside from our comprehensive internal learning and development opportunities, we provide our clerks the opportunity to develop their business acumen through client secondments from the day they first set foot in the firm. These secondment opportunities enable our people to develop their business curiosity and as a result deliver stronger solutions to our clients.

## HOW DOES MINTERELLISON SUPPORT THEIR EMPLOYEES AND CLERKS?

At MinterEllison, your ongoing professional development is key to being our clients' best partner. We have a distinctive learning culture, where all of our people are encouraged to be their own career architect learning through experience, exposure to others and program participation.

During your career with us you will be exposed to great work, with top-class clients whilst being surrounded by supportive teams who are experts in their fields. This experience and exposure provides you with fantastic opportunity to continue to develop yourself and others throughout your career.

## HOW DOES MINTERELLISON GIVE BACK TO THE COMMUNITY?

MinterEllison is proud of our commitment to the community. Staying connected and giving back is part of who we are as people and as a firm. We are clear that everyone at the firm has a role to play. Pro bono legal work, student mentoring, workplace giving and voluntary board service – bring together our diverse skills under the umbrella of 'community partnerships'. MinterEllison supports 15 community legal centers with pro bono services worth more than \$2.5m p.a. In FY16 we committed to a total of 30,000 pro bono hours with a commercial value of \$10m+.



# MINTERELLISON CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	15/06/2017	16/07/2017	12 weeks	Anna Jackson Graduate Resourcing Advisor +61 2 9921 4880 anna.jackson@minterellison.com
Canberra	15/06/2017	16/07/2017	12 weeks	Gill Morphet Talent Consultant +61 2 6225 3270 gill.morphett@minterellison.com
Melbourne	10/07/2017	13/08/2017	3 weeks	Eloise Stark Graduate Resourcing Advisor +61 3 8608 2477 eloise.stark@minterellison.com
Perth	17/07/2017	06/08/2017	3 weeks	Neisha Clare Talent Consultant +61 8 6189 7904 neisha.clare@minterellison.com
<b>Eligibility of Domestic Students</b>		Preference is given to penultimate year students. Final year students who were unable to complete a clerkship in their penultimate year may also apply		
<b>Eligibility of International Students</b>		Penultimate year law students who have legal rights to work during the period of their clerkship		
<b>Website</b>		<a href="http://www.graduates.minterellison.com">http://www.graduates.minterellison.com</a>		
<b>Application Process</b>		Online application: Students are required to submit a Cover letter, CV and their academic transcript.		

## WHAT STRENGTHS AND VALUES DOES MINTERELLISON LOOK FOR IN A POTENTIAL CLERK?

At MinterEllison we are not looking for people to fit a mould, academics are just one piece of the puzzle and we recognise the strengths that diversity can bring to our team. Work experience, extra-curricular activities, sporting participation, music and travel are all value-add areas for our clerks. At MinterEllison we want you to bring your whole self to work and find people's individual strengths and diversity are what build our teams up to be the successes they are. You should consider a career at MinterEllison if:

- Your passion for excellence leads you to winning solutions.
- You apply technical thinking through the prism of commercial advice.
- Building relationships excites you and you see yourself working in partnership with clients.
- You think outside the box, embracing new ideas.
- You want to feel empowered and be part of a high performance team.
- Collaboration and inclusiveness are principles you value.
- You're looking for a Firm with a clear game plan

## WHAT MAKES A STUDENT STAND OUT TO MINTERELLISON DURING THE APPLICATION PROCESS?

MinterEllison have a very high calibre of students who apply to our clerkship so we are looking for an application that stands out by more than just their academic transcript. Make sure your application and CV speak to the attributes and qualities that we look for. You only get one shot with the application and it makes no difference if it is received at the beginning or the end of the application period. Attention to detail is essential, and is also a fundamental skill for a lawyer, make sure you commit time to check your application for spelling and grammar mistakes.



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[legalworkshop.law.anu.edu.au/gdlp](https://legalworkshop.law.anu.edu.au/gdlp)

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Real client work. Invaluable coaching. A tailored development program. A genuine insight into working with our Firm – while building great friendships. Plus, we offer the unique opportunity to build your global knowledge and network – through an International Clerkship.

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Join the firm that was born global.

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our world?**

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# WHAT MAKES BAKER MCKENZIE UNIQUE

## HOW DID BAKER MCKENZIE BECOME THE FIRM WE KNOW TODAY?

Baker McKenzie was conceived and built as a global law firm, so thinking and working globally is embedded in our culture – and we understand the challenges of the global economy. We are one of the world's largest law firms by markets, revenue and headcount and now have a network of 77 offices in 47 countries around the world.

Baker McKenzie Australia offers our people access to complex, market-leading matters for leading multinational and domestic companies and the ability to work with some of the world's best legal minds – people who know the law and who understand business. We have an unrivalled ability to provide training and secondment opportunities across our global network. Locally, we have an inclusive culture of learning, coaching and opportunity where you will work in small teams on matters that often cross borders. We value people who think ahead and get noticed.

## HOW DOES BAKER MCKENZIE SUPPORT THEIR EMPLOYEES AND CLERKS?

Baker McKenzie is deeply committed to professional development. We work with each graduate to create a tailored development plan targeting five areas – legal knowledge and expertise, planning your career, business development & client service, people & self-management and the business of law. To help you reach your goals, we offer targeted learning opportunities – from seminars on core legal topics to practical skills development in areas such as drafting and presenting. Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once you finish your Graduate Program, you will travel overseas to attend a regional orientation program with other mid-level associates from the region. We work hard to facilitate your on-the-job learning and the many ways it happens – through informal mentoring relationships, client secondments, involving you in global teams working on international deals or supporting you to run your own files for our award-winning Pro Bono Program. We support your professional development by covering the costs of your Practical Legal Training, admission and practising certificate.

## WHAT ARE BAKER MCKENZIE'S KEY VALUES?

The values that make us a unique and a great place to work are deeply embedded. You will notice our difference in all of your interactions with us, in Australia and across the globe.

- We are passionately global, and leverage our global expertise for our Australian and global

clients at every opportunity, recognising our strength is in our diversity.

- We have a strong culture of friendship and inclusion, and an egalitarian and collaborative working style.
- We are commercial pragmatists who make complex issues simple for our clients and we focus on our clients' business needs.
- We strive to stay ahead of the curve and encourage entrepreneurship.
- We actively encourage and support contribution to the community, through our pro bono and community service programs.

## WHAT IS BAKER MCKENZIE'S CULTURE?

Diversity is central to our success. We are at home anywhere in the world and we rely on our people to navigate cultures, borders and practices with ease. What sets Baker McKenzie apart is our ability to leverage different languages, cultures, generations and perspectives we have to create a truly international law firm that places a real focus on diversity and inclusion.

Cultivating a diverse and inclusive workplace is top of our agenda – we have been named as The Most Innovative Lawyers in Diversity by the Financial Times in 2016, and we know that fostering a culture of respect and inclusion creates a dynamic and happy workforce. To ensure we maintain a focused agenda, we have a Global Diversity & Inclusion Committee comprised of members from all four of our world regions that is chaired by a member of our Executive Committee.

To achieve our Firm's goal to become the premier global law firm, we need to have the right mix of people around the table to serve our clients. The 'right mix of people' means a diversity of employees who mirror the diversity of our clients; who can respond to our clients' needs with excellence, energy and creativity; and who bring a diversity of thought experience and approach.

Our award-winning diversity strategy, initiatives and programs are focussed in four areas, in which all our people can participate

- BakerWomen – Gender diversity, including the implementation of our gender diversity strategy to support the progression of women as a strategic priority for the Firm.
- BakerDNA – Ethnic, indigenous and cultural diversity within an inclusive culture
- BakerBalance – Supporting carers and parents, employee wellbeing and workplace flexibility and flexible working practices.
- BakerLGBTI – Lesbian, gay, bisexual, transgender and intersex diversity.

## HOW DOES BAKER MCKENZIE GIVE BACK TO THE COMMUNITY?

### Pro Bono

Our lawyers are actively encouraged to undertake pro bono work. We believe that the provision of pro bono legal services is a fundamental professional responsibility. As lawyers, we have a particular skills set and the best way to assist those in need is to

# BAKER MCKENZIE

## CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	15/06/2017	16/07/2017	11 weeks	Angelique Wanner Talent Management Consultant - Graduate Recruitment & Diversity T +61 2 8922 5596 angelique.wanner@bakermckenzie.com
Melbourne	10/07/2017	13/08/2017	4 weeks	Josh Crook Talent Management Consultant (Graduate & Summer Clerk) T +61 3 9617 4351 josh.crook@bakermckenzie.com
<b>Eligibility of Domestic Students</b>		Penultimate year law students. However, Baker McKenzie will consider applications of students who fall outside this period case by case.		
<b>Eligibility of International Students</b>		Penultimate year law students who have legal rights to work during the clerkship period.		
<b>Website</b>		<a href="http://www.bakermckenzie.com/careers/australia/sydney/">www.bakermckenzie.com/careers/australia/sydney/</a>		
<b>Application Process</b>		Online application: Students are required to submit a cover letter, application form and academic transcript.		

set and the best way to assist those in need is to utilise those skills.

We are a signatory to the National Pro Bono Aspirational Target of at least 35 hours of pro bono legal work per lawyer per year. In FY16 we contributed almost 7,600 pro bono hours to more than 160 individual members of our community, charities and other not-for-profit organisations. All of our lawyers are expected to work on pro bono matters and the Firm has a separate pro bono practice group comprised of 3 lawyers and a coordinator.

Our lawyers regularly undertake a wide range of pro bono legal work for disadvantaged clients in Sydney, Melbourne and Brisbane as well as not-for-profit organisations. Our lawyers assist victims of domestic violence seek compensation; represent asylum seekers in court seeking judicial review of decisions relating to their refugee status; assist asylum seekers prepare their statements in support of protection visas; help the elderly, seriously ill clients and young people exiting the child protection system with their legal affairs; work with various organisations to prepare submissions and advocacy papers to support law and policy reform; present legal workshops to vulnerable and at risk youth; and much more.

Our pro bono work extends globally, including the Asia Pacific region.

### Community Service

All our staff have opportunities to participate in a variety of community service initiatives. Our community service programs include the LEAPS

literacy and mentoring program in Sydney, and the MacChat program run by the Peter MacCallum Cancer Centre in Melbourne where our staff volunteers visit patients in an evening.

Our staff also have the opportunity to join their office's Community Service Committee which is responsible for organising awareness and fundraising for each office's nominated charities throughout the year. In FY17 our partners and staff are supporting organisations which include the Refugee Advice & Casework Service (RACS), Mary's House, Youth Projects and the Deafness Foundation.

### WHAT STRENGTHS AND VALUES DOES BAKER MCKENZIE LOOK FOR IN A POTENTIAL CLERK?

At Baker McKenzie, we look for well-rounded, motivated individuals - who share our global perspective; who are intellectually curious and have sound academics; who display business acumen and are practical in their approach; who enjoy a challenge and seek new opportunities; who like taking responsibility and getting things done; who express themselves confidently while staying open to new ideas; who strive to provide excellent service to their clients; and who seek a friendly and inclusive culture that encourages making a difference to our local and global communities.

We also pride ourselves on having a diverse range of people - each of whom has something unique to offer - so there is no specific "type" of person we look for. Finally, and most importantly, we look for people who genuinely want to work with us and who understand Baker McKenzie's unique offering and unique position in the market.

# UNIQUELY ALEXANDER HDY

Accepting a clerkship at HDY, working with industry-leading lawyers that I can call both colleagues and friends, has been the perfect kick start to a successful career in the law.

Unlike other firms, the fact that HDY offered three rotations was a huge draw-card for me, as coming straight from law school I felt very unsure of which area of law I wanted to pursue. During the clerkship I experienced both litigious and transactional practice groups. I completed rotations in Commercial Litigation & Intellectual Property, Construction & Procurement, and Mergers & Acquisition. Through each rotation I was assigned a Supervising Partner, Supervising Senior Associate, and Buddy. From the first instance to the last, I was mentored, coached and supported in every aspect. There was a real sense of comradery within the firm that ensured no question was ever too stupid and no mistake was ever un-fixable.

In Commercial Litigation & Intellectual Property I was involved in an urgent interlocutory application in the NSW Supreme Court. My days consisted of attending court, drafting subpoenas and affidavits, and helping the team research our best line of argument. Whilst rotating through Construction & Procurement I assisted in drafting and refining contracts for the building of a major NSW infrastructure, as well as an extremely time-sensitive adjudication application. Finally, in Mergers & Acquisitions I was helping the team advise on directors' duties, company obligations and the rights of shareholders in a hostile company takeover. On top of this, I had the opportunity to assist with various pro bono matters including the Refugee Advice & Casework Service. In all my rotations I was meaningfully involved in the matters and felt that I was a necessary and valued member of each team.

My summer clerkship at HDY was an exciting, challenging and rewarding experience that exposed me to a variety of opportunities – both legal and social. Clerking at an industry-leading firm, surrounded by people who were personally invested in my professional development is something that typifies the excellence and uniqueness for which HDY is well known.

Choosing HDY, I know that my career is in the right hands.

Alexander Proudford  
Summer Clerk 2016/17



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# HENRY DAVIS YORK



# WHAT MAKES HENRY DAVIS YORK UNIQUE?

Henry Davis York is a market leading, dynamic and diverse law firm. We transform ideas and knowledge into outcomes that count for our clients, our people and our community.

We know what we're good at and what we love doing and we focus on this. This alignment of expertise, passion and focus gives us a strong reputation for partnering with clients across a number of sectors, in particular in the financial services, government, infrastructure and regulatory sectors. In addition to these core sectors of focus, we also have industry experience across other sectors, including health, transport, technology and start-ups.

## WHAT ARE HENRY DAVIS YORK'S KEY VALUES?



### EXCELLENCE IN EVERYTHING WE DO

We believe excellence is not negotiable and we apply this to everything we do. We strive for the highest standards in client satisfaction, absolute quality in the work we deliver and first rate thinking. We believe near enough is simply not good enough.



### COLLECTIVELY INVENTIVE

Our collegiate culture and ways of working encourage deep collaboration and inventiveness. By pulling together as a team, sharing and inviting input from others, and respecting and embracing our differences, we harness the strengths of the Firm. We challenge and support each other to be the best we can be.



### WINNING WITH INTEGRITY

We champion our clients' business and tirelessly work on their behalf. We proactively anticipate issues and look for winning solutions. We are not easily deflected and never compromise our integrity. We believe where there's a will, there's a way.

## WHAT ARE SOME OF HENRY DAVIS YORK'S PROUDEST ACHIEVEMENTS?

Some examples of our recent work include:

- Assisting the Asian Development Bank and the nation of Myanmar to reform and modernise its insolvency laws which, together with the reform of its corporations and property securities law, may help transform this country's economy.

- HDY has been engaged to lead a multi-jurisdictional team of lawyers, accountants and fund managers in connection with a Cayman domiciled exempted limited partnership embroiled in controversy and potential misdealings. A syndicate of partners of a Cayman distressed opportunities fund are seeking the assistance of the Cayman court to replace a general partner in which they have lost trust and confidence. The outcome has a direct impact on corporate entities in New Zealand, Australia, the United Kingdom, Guernsey and Cayman.
- HDY acted for the NSW Police Force in the Lindt Café Siege Inquest - one of NSW's most significant inquests. HDY has assisted witnesses through the process of giving evidence, attending over 100 days of hearings, assisted with the production of large volumes of material and, with our clients, worked with the team assisting the Coroner on important matters of security, public safety and emergency responses.
- Advising the Sydney Opera House Trust on their significant package of works to be constructed over the next 2-3 years. The package of works includes an upgrade to the front of house and Joan Sutherland Theatre and associated accessibility works.

## HOW DOES HENRY DAVIS YORK GIVE BACK TO THE COMMUNITY?

Our people are committed to making a positive difference to our community. In FY2016, HDY formalised its commitment to community contribution as an integral part of the firm, appointing a Head of CSR, forming a dedicated Community Committee, confirming the focus areas of our community contribution, and achieving the National Pro Bono Aspirational Target as set in the Firm's 2020 Strategic Plan.

As a law firm, pro bono remains at the heart of the HDY Community Program. HDY contributes significant resources to providing free legal assistance to people experiencing disadvantage and the not-for-profit organisations which assist them.

HDY offers a broad range of interesting and skill developing opportunities for its lawyers to do pro bono work, including:

- Providing legal advice to disadvantaged individuals and the not-for-profit organisations that represent their interests;
- Participating in pro bono clinics providing legal assistance to people who are homeless or at risk of homelessness, asylum seekers, individuals experiencing disadvantage and elders;
- Engaging in law reform, policy and advocacy work with our Law Reform Hub; and Secondments to community legal organisations.

# HENRY DAVIS YORK CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	15/06/2017	16/07/2017	11 weeks	Lena Ristevski Graduate Recruitment Manager 61 2 9947 6532 lena.ristevski@hdy.com.au
<b>Eligibility of Domestic Students</b>		Penultimate year law students.		
<b>Eligibility of International Students</b>				
<b>Website</b>		<a href="http://www.bakermckenzie.com/en">http://www.bakermckenzie.com/en</a>		
<b>Application Process</b>		Online application: Students are required to submit a Cover letter, CV and their academic transcript through CV Mail. Students also have the opportunity to answer additional questions about their careers aspirations and their life outside of their academic study. Henry Davis York has integrated the Contextual Recruitment System (CRS) in their application process.		

## WHAT MAKES A STUDENT STAND OUT TO HENRY DAVIS YORK DURING THE APPLICATION PROCESS?

You will need an excellent academic record, some work experience in a legal or non-legal environment, demonstrated leadership skills and a keen interest in commercial law.

## WHAT STRENGTHS AND VALUES DOES HENRY DAVIS YORK LOOK FOR IN A POTENTIAL CLERK?

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of our firm from day one and contribute to our growth and culture. So, we look for clerks who are:

- Enterprising - open minded, flexible and who think outside the square
- Determined - willing to push beyond their comfort zone and who make things happen

## WHAT SKILLS DO STUDENTS NEED TO DEMONSTRATE TO BE A CLERK AT HENRY DAVIS YORK?

You will need to be able to hit the ground running from day one and be prepared to contribute and make a difference. You will want hands-on experience in the areas of law most relevant to helping you with whatever you aspire to achieve. You will want to be well supported and developed throughout your time with HDY to help you thrive.

# ARNOLD BLOCH LEIBLER CLERKSHIP APPLICATION

Office	Applications Open	Application Close	Length	Contact Details
Sydney	Applications open all year round for expressions of interest	We hire on an ad hoc basis with applications open all year round		Hayley Brown, Human Resources Consultant 03 9229 9802 hbrown@abl.com.au
Melbourne	10/07/2017	13/08/2017	4 weeks (three intakes)	
Eligibility of Domestic Students		Penultimate year law students.		
Eligibility of International Students		Penultimate year law students that have legal rights to work full time in Australia during their clerkship.		
Website		www.abl.grad.careers		
Application Process		Online application: Students are required to submit a Cover letter, CV and their academic transcript.		

Arnold Bloch Leibler is the commercial law firm clients turn to for advice and support on their most complex legal matters, high stakes transactions, litigation and commercial decisions. With a reputation built on a long history of success, our lawyers are often at the centre of law reform and regularly advise on landmark matters.

Our firm advises entrepreneurial family-owned businesses, ASX listed companies, private clients and international corporations. We enjoy long-standing relationships with a select group of other professional advisors – including accountants, hedge funds, insolvency practitioners, private bankers and equity firms and overseas-based specialist law firms.

We pride ourselves on our ability to deliver innovative strategic guidance and solutions to complex problems related to our clients' commercial interests, legal position and reputation.

## WHAT DISTINGUISHES ABL FROM OTHER FIRMS?

At Arnold Bloch Leibler we relish our exposure to a wide range of interesting and challenging matters that enable our lawyers to draw on their expertise and intellectual potential.

We encourage them to bring their whole selves to work each day, recognising that diversity of thought, background and life experience all contribute to our distinctive culture and the solutions we deliver for each of our clients.

Our internal structure is also a little different to our competitors. Our lawyers are trained to be 'generalist specialists' - able to straddle a range of different legal

matters, as opposed to only being super specialised in a narrow field. Working in a broad based practice group this way, you'll work across the full range of matters that the group deals with.

For example, you might choose to be a finance lawyer and work across corporate finance, property & development finance, restructuring and insolvency. In addition to core finance work, you'll also be exposed to broader commercial transactions like shareholders and joint venture agreements, equity transactions, fund management and financial services - instead of specialising in just one of these areas.

This allows our lawyers to maintain a client-centric focus which is at the core of what we do. What's the downside? Hard work and the ability to think differently. You have to cover more ground and be attuned to a larger range of issues. The feedback from our lawyers is that, while it's more challenging, the satisfaction that comes from achieving excellent outcomes for our clients is unique. In fact, they say it's pretty incredible.

## CLERKSHIP AND GRADUATE OPPORTUNITIES

For clerkship and graduate opportunities in our Sydney office, please visit our careers page on our website, [www.abl.com.au](http://www.abl.com.au). Expressions of interests are available year round as we hire on an ad hoc basis.

For further information about our clerkship and graduate programmes, please visit [www.abl.grad.careers](http://www.abl.grad.careers)



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### SYDNEY

**Clerkship applications open:**  
15 June 2017

**Clerkship applications close:**  
16 July 2017



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# NOTES FROM THE 2017 ANU LSS CLERKSHIP INFORMATION EVENING

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# GUIDE TO PREPARING FOR INTERVIEWS



## Know yourself

- Review what the firm is looking for. Do you have good examples to talk about for each one? Take time to prepare this.
- Review your application form. Especially if you made lots of applications. At Ashurst, the content of your application forms the basis of your interview.

## Know the firm

- What is their position in the market? Who are their clients, core practice areas and competitors?
- SWOT on the firm: have you thought about the firm's strengths, weaknesses, opportunities and threats?
- Check out recent news. Any rumblings of game-changing mergers, big client wins or partner hires?

## Know why you want to work for the firm

- Do you know why you are applying to that firm? If you do not, you will come unstuck. Remind yourself why they meet your career criteria.
- Think about the commonalities between the firms you have applied to. Can you identify from them the sort of firms you're attracted to? If you are struggling to find similarities, then you might need to re-think.

## Think about your presentation and how you come across

- Dress professionally and be well-groomed; your interviewer will want to be able to picture taking you to a client meeting a few years down the line.
- You will be nervous, that is to be expected, but think about your body language. Tone down the ear-scratching and arm-waving as this will distract your interviewer.
- Maintain eye contact and smile; this will help you to remain calm and composed. Take time to think before answering.

## Know what you want to get out of the process and what questions to ask at the end

- Questions at the end are for you but can impress too. Ask about the future of the firm, the strategy, and hot topics at the partner conference.
- You will probably get to meet a graduate so use them to get under the skin of the firm's culture. Ask them about their last really great day, their worst and the support they receive.

## You can't prepare for everything

- Most firms will be looking to see how you perform under pressure and will test you on topics you likely won't have been able to prepare for. Do not panic; take your time, try to think around the issue and remember that sometimes the obvious answer is the right one.
- You might be asked your opinion on an issue. Can you defend your position and will you accept that you may be wrong? Don't be afraid to hold your ground if you can back up your argument.

