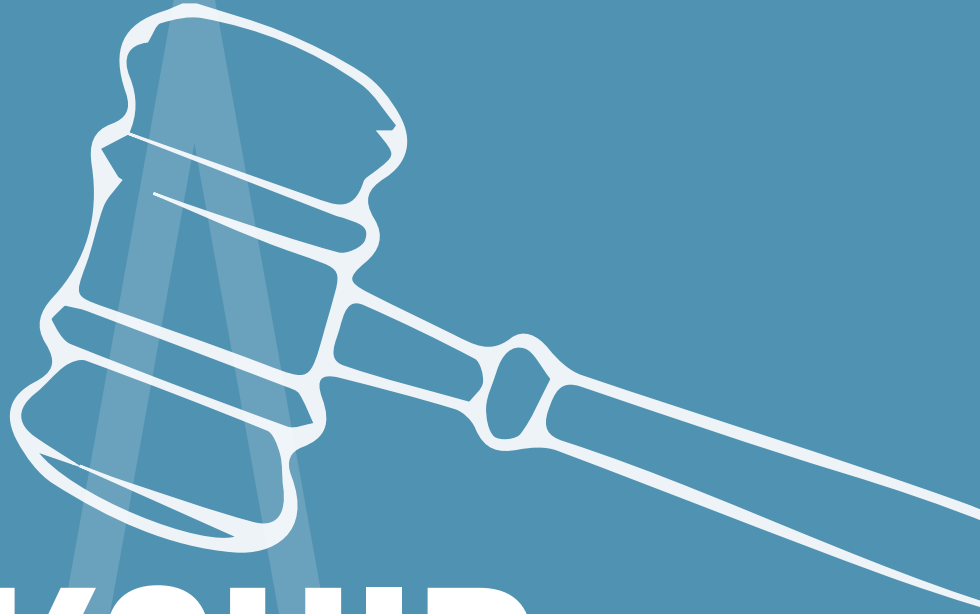


THE ADELAIDE UNIVERSITY  
LAW STUDENTS' SOCIETY  
PROUDLY PRESENT



# CLERKSHIP GUIDE. 2018



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The AULSS would like to acknowledge that the land of the University of Adelaide and the Adelaide Law School is the traditional lands for the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

# FOREWORD

On behalf of the Adelaide University Law Students' Society, we are very excited to present the first AULSS Clerkship Guide.

As law students, we are likely to have been hearing about how difficult the job market is in law from the first day of our degree (and ever since). In many ways, the clerkship process exemplifies the competitiveness we hear about. With many applicants going for a relatively small number of positions, this period can be difficult and stressful for students. We hope this Clerkship Guide will help to ease your load.

Undertaking a clerkship can be an immensely rewarding experience. It presents a unique opportunity to develop your skills, further your understanding of the industry and increase your chances of graduate employment. We hope that this guide provides assistance particularly for students navigating the process of applying for commercial clerkships, or any other application in the field.

It is important to note that while clerkships are a great opportunity, doing a clerkship is not the be-all and end-all of law school. We wish all students luck in pursuing their careers, no matter where a law degree may take you!

**Soraya Pradhan**

Directors of Careers & Sponsorship

## HOW TO USE THIS GUIDE

This guide aims to provide advice and information which will assist in the process for applying for commercial clerkships.

The information in this guide has been entirely collated and assembled by the Adelaide University Law School Society. The views and guidance in this publication have not been produced by any other organisation or firm. The information has been primarily sourced from publicly available sources.

The dates in this publication are not set by the AULSS. The information in this publication may change without notice. The AULSS does not accept any responsibility if information in this guide becomes outdated and we strongly recommend that all students verify any application deadlines and requirements that may affect them.

# **INTRODUCTION TO CLERKSHIPS.**

## WHAT IS A CLERKSHIP?

A clerkship is a short-term placement with a law firm. It will generally run for between 4 – 8 weeks during a university break, especially the summer or winter holidays. Generally, law clerks will assist with the work of solicitors in the firm, and may have opportunities to engage in structured or on-the-job training. Ultimately, the nature of every clerkship depends on the firm and the experience can vary substantially between firms.

## SHOULD I DO A CLERKSHIP?

Clerkships are an extremely beneficial opportunity for students. Undertaking a clerkship may help you to:

- **Figure out where you would like to work** – one of the best ways to determine what area of law, what type of law firm and what culture suits you (or even if you would like to pursue a career practising law) is simply to get first-hand experience in the industry.
- **Develop valuable practical skills** – in your clerkship you will be able to get hands-on experience doing legal work alongside practising lawyers. The skills you learn will be valuable both within the legal industry and any other professional jobs.
- **Increase your chance of obtaining graduate employment** – firms will sometimes offer ongoing work or graduate positions to students who have clerked with the firm, and many firms recruit most graduate lawyers from their pool of former clerks.
- **Build your network** - by meeting other lawyers and clerks, a clerkship opens the door to meeting a range of people who will be able to provide both helpful guidance and support throughout your clerkship and career.

Some students refrain from applying for clerkships because they are not sure if they are interested in commercial law or are not sure if they will be successful in their application. **Do not let either of these considerations deter you from applying!** The process of applying can be hugely informative in and of itself, as you will learn a lot from your research, be able to improve your approach for future applications and be able to talk to senior lawyers to see if what they do would be of interest to you. Further, firms are looking for a wide variety of attributes and selection processes can differ greatly between firms, so do not write yourself off. You have nothing to lose by applying!



The AULSS sat down with William Stone in order to find out more about why students should consider undertaking a clerkship. William has clerked at multiple commercial law firms in Adelaide.

### What did you gain from undertaking a clerkship?

A clerkship is a unique and enjoyable opportunity to step into the legal profession and see the ins and outs of working at a firm. Discussing the law with practitioners in the context of real matters represents an invaluable learning opportunity. You will be exposed to new things that aren't necessarily covered at university. For example, I attended meetings with clients and counsel, experienced the strategic planning behind interesting and complex disputes, and worked in areas of the law that I had not previously studied, such as employment. I thoroughly enjoyed my clerkships and am grateful to both firms for the very positive experiences. A clerkship is the best way to improve your research and writing skills, expand your legal knowledge, meet practitioners, and learn more about where your interests lie.

## WHICH FIRMS OFFER CLERKSHIPS?

Most commercial firms offer a clerkship program. A list of firms offering clerkships in 2018 can be found in the Firm Directory below.

Firms can be classified by size, type of work and countries in which they operate. A list of terms commonly used to classify terms is in the Glossary below. **Importantly, firms are not better or worse depending on their classification. Firms of all types offer great opportunities and have relationships with significant clients.** However, the classifications may assist you in thinking about the type of firm that you would most likely be suited to. As it is difficult to know what you may like in the future, do not let this dissuade you from applying to firms of all categories. Ultimately, you will learn a lot about different types of firms in the application process, so go into it with an open mind!

## HOW DO I KNOW WHERE TO APPLY?

It is well-known that the clerkship application process is incredibly competitive. With an ever-increasing amount of law students, it is common for firms to receive many hundreds of applications. However, it is important to keep the following in mind when starting clerkship application season:

- **Do not let the competitive nature of clerkships deter you from applying.** Firms look for a wide range of qualities in candidates – just put your best application forward and the results might just surprise you.
- **Applications are essentially a numbers game** – to increase your chances, it is helpful to apply to a wide range of firms.
- **There is value in the process of applying**, regardless of the outcome.

In terms of figuring out which particular firms you should apply to, it is useful to try to get to know firms before the application process begins. Opportunities to do so include going to Careers Fairs, seminars, networking nights or other events. The AULSS and the Law School work to provide many such opportunities - keep an eye out for our range of Careers Events and Next Steps Seminars this year. Otherwise, think about the type of firms you would like to apply for, then take a look at the Firm Directory below and the websites of various firms to see which ones may suit you.

The number of firms you should apply for will vary depending on your priorities and time constraints. It is not uncommon for candidates to apply for as few as 3 or as many as 15 firms. While your chances of getting a clerkship will increase by applying to a wide variety of firms, applications take a significant amount of time and effort. If you are pressed for time, focus on writing good applications for the firms you are most interested in. Afterwards, spend some time creating a solid template resume and cover letter that can be readily customised.

## GLOSSARY

**“Top-tier”**: commonly refers to the largest firms in Australia, being Ashurst, Allens Linklaters, Clayton Utz, Herbert Smith Freehills, King & Wood Mallesons and Minter Ellison.

**“Upper mid-tier”** firms are considered to be Corrs Chambers Westgarth and Gilbert + Tobin.

**“Mid-tier”**: commonly refers to large, commercial firms outside of the “top-tier” firms.

**“Boutique”**: refers to firms that specialise in a few areas of law.

**“International”**: refers to firms based in other countries with Australian offices. While their Australian presence can vary in size, these firms often have a very significant presence internationally.

**“Big Six”**: commonly refers to the top-tier firms.

**“Big Eight”**: commonly refers to the Big Six, with the addition of Corrs Chambers Westgarth and Gilbert + Tobin.

**“Independent”**: commonly refers to firms which have their decision-making and financial centre based in Australia.

**“Global”**: refers to firms which have offices globally. As a consequence, their work and internal management is influenced by their global leadership team.

**“Magic Circle”**: refers to the largest firms based in the United Kingdom. Large firms outside of the Magic Circle may be referred to as “Silver Circle” firms.

**“Red Circle”**: refers to the leading law firms in China.

**APPLYING  
INTERSTATE.**

## WHY SHOULD I APPLY INTERSTATE?

While there are a number of firms in Adelaide that offer excellent clerkship opportunities, many students also consider applying to interstate firms. If you are interested in moving to a different city after university, it is helpful to get your foot in the door by clerking at an interstate firm.

Clerking interstate will also give you the opportunity to work with different kinds of firms and clients. Some firms from the Eastern States will be larger and frequently deal with high-profile transactions or practice areas that are present but less common in Adelaide. Additionally, there are a greater number of specialised firms interstate that offer clerkships which may suit your specific interests. While obtaining a clerk position interstate is competitive, there are a large number of positions on offer so it is definitely worth considering.

## WHICH STATE SHOULD I APPLY TO?

Generally, you should apply to the city in which you would most like to start your career as a graduate. This is because if you are successful in your clerkship, you may be offered a graduate role in the office in which you have clerked. However, if you are undecided you may wish to consider the following:

**The strengths of the firms in particular cities:** the types of work differs between states, offices and firms. If you have a particular practice area in mind, you may wish to look at applying to the offices which you think do interesting work.

**The structure of the clerkship:** clerkships in Melbourne, Perth and Brisbane are generally between 3 weeks to one month, with students completing up to three in a cycle (November/December, January/February and June/July). Clerkships in Sydney are 8-10 weeks over summer, and most students will only complete one.



The AULSS sat down with **Azaara Perakath** to talk about why students should consider clerking interstate.

### Where did you clerk?

I did my vacation clerkship at Herbert Smith Freehills' Melbourne office over November / December 2017. During my time at the firm, I was part of the Disputes (Commercial Litigation) team.

### What did you gain from clerking interstate?

The interstate clerkship experience opens up a world of opportunities. It will give you exposure to large-scale matters in a large firm environment. During the clerkship, we were given plenty of opportunities to socialise with fellow clerks and to meet practitioners of all levels across the firm, to get a feel for what practice areas we may be interested in. There were three key things that stood out from my clerkship experience: gaining a better idea of the practice areas that I was truly interested in, enhancing my ability to adapt to new challenges and the people! I enjoyed the variety of work that I was faced with each day and found the ongoing feedback I received throughout my time at the firm really valuable. I was also lucky and had my desk stationed right next to three lovely graduates, so all my needs (task-related, caffeine-related and otherwise) were always attended to.

### Why should other students apply for clerkships interstate?

Clerking interstate is an ideal opportunity to start to work out the sort of practice area you might enjoy working in. You'll find, often due to the sheer size of a lot of interstate firms, that there is much more scope for social activities and events, so that you get to know your clerk cohort really well over the duration of the clerkship program. Specifically, firms like HSF offer a number of Practice Group seminars, social activities and networking events to give you a taste of what life as a lawyer in the firm may be like.

Often, the biggest hurdle with interstate clerkships is getting past the nerves during the application / interview process, and instead adopting a 'nothing to lose' outlook. Living and working interstate over a month or more might also help you to work out whether you might want to take your degree interstate or overseas! You'll be able to meet other fun, like-minded law students from another jurisdiction and if you clerk in December like I did, you'll even get the perks of attending the firm Christmas parties! If you're looking to work on market-leading matters under highly experienced partners and senior lawyers, but also want to experience a great social culture, I would encourage you to look at applying interstate – you never know where taking that first step will lead you! Good luck! application deadlines and requirements that may affect them.



# UNIFORM CLERKSHIP APPLICATION DATES 2018

**The total number of clerks taken in each city:** firms in Melbourne will generally take the most clerks, followed by Sydney, then Brisbane and Perth.

It is certainly possible to apply, interview and clerk in multiple cities. However, we advise you to be aware of the following:

While some firms will allow you to put in applications to different offices, others will only consider an application in one office. Be sure to check the firm websites when planning where to apply.

If you are selected for an interview and have a preference to do face-to-face interviews, it may be more difficult to fly to multiple cities.

## HOW IS THE PROCESS DIFFERENT INTERSTATE?

While the process differs for each particular firm both in Adelaide and interstate, there are a few key differences. Features of the interstate process are highlighted in the process below.

## WHEN CAN I APPLY?

The Uniform Clerkship Application Dates outline the standard dates when applications may be received. They differ for every State. Moreover, some firms do not adhere to these dates, so be sure to check the application for each particular firm you would like to apply to.

### SOUTH AUSTRALIA

<b>Applications Open</b>	9.00am, Monday 2 July
<b>Applications Close</b>	5.00pm, Monday 23 July
<b>Offers Made</b>	9.00am, Monday 27 August
<b>Decision Deadline</b>	9.00am, Tuesday 28 August

### NEW SOUTH WALES

<b>Applications Open</b>	Monday 18 June
<b>Applications Close</b>	11.59pm, Sunday 15 July
<b>Offers Made</b>	Wednesday 26 September
<b>Decision Deadline</b>	5.00pm, Friday 28 September

### VICTORIA

<b>Applications Open</b>	9.00am, Monday 9 July
<b>Applications Close</b>	11.59pm, Sunday 12 August
<b>Offers Made</b>	10.00am, Thursday 18 October

### QUEENSLAND

<b>Applications Open</b>	Monday 26 February
<b>Applications Close</b>	9.00am, Monday 26 March
<b>Offers Made</b>	Monday 14 May
<b>Decision Deadline</b>	5.00pm, Tuesday 15 May

### WESTERN AUSTRALIA

No uniform clerkship scheme advertised for 2018.

# NAVIGATING THE APPLICATION PROCESS.

# STEP ONE WRITING AN APPLICATION

Applications are a notoriously difficult part of the process. Generally, the most significant reduction in the number of candidates will be from applications to interviews, so be sure to adequately prepare and put your best application forward.

Broadly, your application should answer the following questions:

- **Is this candidate likely to be able to do the job?** You must show that you are suitably able to do the job. Consider the skills and attributes needed for the specific types of work you would be doing, and make sure that those skills are reflected in your application as a whole.
- **What is this candidate like as a person?** Ultimately, given that recruiters look at so many applications, it can be helpful to show some personality on which you can build at the interview.
- **Is this candidate going to like the job?** Recruiters are looking for indications that you are interested in the job you have applied for. This can be demonstrated through your past experiences, or an explanation of your interest in your cover letter.

Be sure to spend sufficient time on your applications, but do not worry if you have not been proofreading your cover letter for the past year. Generally, you can start preparing your resume and cover letter up to a few months in advance (but note that not all firms require cover letters). As soon as applications open, take a look through the specific application forms to determine what the application entails, as some can be very time consuming.

## RESUME

Most firms will require you to submit a resume. Your resume should be between 2-3 pages, and include the following:

- academic and education background;
- work experience;
- extra-curricular activities;
- volunteering;
- leadership positions;
- hobbies and interests;
- awards or other recognition.

Make sure your resume is clear and easy to read, with professional formatting. The University of Adelaide Careers Service is an excellent resource for resume templates, proofreading and review of applications.

Some firms will require you to input relevant experience or achievements in their own system separately from uploaded your resume. While this can be time-consuming, be sure to fill this out in full.

Referees are generally not expected unless requested.

## QUICK TIPS



- **Include non-legal experiences**— skills can be developed in all types of work, so do not hesitate to be inclusive.
- Include not only your relevant work experience, but outline what your **key responsibilities were and skills you developed**.
- Include **indications of your personality outside of work**, including hobbies or interests. This does not need to take up much space in your application, but just enough to show some personality.

## COVER LETTER

The purpose of a cover letter is to allow you to articulate your interest in the work, the firm and why you would be a suitable candidate. It is also an opportunity for you to demonstrate your writing skills and attention to detail.

**A cover letter** is generally structured as follows:

- An introductory paragraph, outlining the position you are applying for and your educational experience.
- One or two paragraphs outlining why you are interested in the work, and why you are interested in working with the firm in particular.
- One or two paragraphs outlining why you are suited to the position, highlighting key skills and achievements.
- A concluding paragraph, containing your contact information.

**Key considerations** when writing a cover letter include:

- Demonstrating a clear, concise and professional writing style.
- Showing you understand what the firm does and their key cultural attributes.
- Outlining what your key skills are, while demonstrating that you understand what the firm is looking for in the position you are applying to.

**Research will be key to writing an effective cover letter.**

Ways in which you can go about researching the firm is:

- Talking to people that work at the firm, whether you know them personally or have met them at an event.
- Looking at the firm's website, paying particular attention to the "About Us", "Careers" or "Publications" pages.
- Reading through news sources specific to the legal industry to gain an understanding of the types of matters the firm has worked on.

Once you have researched the firm, it can be difficult to translate your understanding of what they do into an effective cover letter. Generally, it is useful to first consider your interests and motivation for working in the legal industry. Once you have read through the available resources, think about what stands out about working for the firm in particular. Does the firm have a strong pro-bono program? Are they implementing technology in a way you find interesting? What are their areas of market expertise, and does it correspond with an area that you are interested in? Did one of the cultural values resonate with you? If you are stuck, some firms have testimonials from their employees that may provide some inspiration.

Referencing specific deals or matters may be a way of demonstrating an appreciation for the work that the firm does, but be prepared to be asked about what you have referenced in the interview. Also keep in mind that if you reference a specific person in your application, recruiters are likely to ask them about you as a candidate. It is wise to ask the person you intend to reference prior to including them in your application, or speak about people you have met from the firm in general terms (for example, "I have met members of your firm at networking events on campus").

If you are applying to a firm via an online portal, some will request that you cut and paste your cover letter into a box provided. Be aware that this may distort the formatting, so you may need to make another copy that is easily transferable to a text box.

## QUICK TIPS

- Use your cover letter to explain why you want to work at the firm and what skills you have which make you suitable for the position.
- Research the firm via their website and getting in contact with people that work there.
- Customise your cover letter to include why you want to work at that firm in particular.



## ACADEMIC TRANSCRIPT

Most firms will request an academic transcript. Generally, an official transcript is preferred. You can order an official academic transcript from the University of Adelaide's online shop for a fee of around \$20 to \$30. Delivery of printed transcripts can take a few days, but will be expedited for an additional fee. If you cannot obtain an official that before the application deadline, your unofficial transcript may be acceptable but be aware that you are likely to be asked to provide an official transcript later in the application process. Some applications will also require you to input your individual marks into an online portal.

You may be asked for your:

- **Grade Point Average (GPA):** this scale of marks used in most applications, and may be up to a maximum of 7. Your GPA can be found on your academic transcript. For double degree students, the application should specify if it requesting your combined GPA or your law GPA. If it does not, be sure to specify on your application.
- **Weighted Average Mark (WAM):** a weighted average mark is essentially the average mark out of a maximum of 100 in each subject, adjusted for the number of units per subject.

## QUICK TIPS

- Order an official academic transcript if possible.
- Confirm your law grade point average, combined grade point average and weighted average mark.



## INTERSTATE TIP

- Other states use weighted average marks as the standard measurement of academic performance. There are many online calculators for your weighted average mark if you would like to confirm your WAM.

## SHORT ANSWER QUESTIONS

Most firms will ask applicants to fill out a few short answer questions. These questions may be:

- **Get-to-know-you questions:** these questions aim to reveal more about your personality. Do not underestimate the importance of these questions, and aim for a thoughtful, interesting answer.
- **Testing your understanding of the firm:** these questions are similar to the content in your cover letter, and include why you would want to work in the law and work for the firm in particular.
- **Testing your understanding of the industry:** these may ask you about your areas of interest, legal problems you find interesting or trends in the industry. It is helpful to read a few articles of commentary about the broader trends in the market to inform your responses.

General tips for short answer questions are:

- Make sure your writing is clear and concise
- Consider what the question is asking, and make sure you are responding to the substance of what the question
- Researching the topic is encouraged and referencing is not expected, but if you are relying heavily on a source (or using similar language) it may be helpful to flag it
- As with cover letters, be prepared to justify your responses in an interview

Short answer questions can be time consuming. It is helpful to go through the application forms of firms you are interested in applying for in their entirety at the beginning of the application process so you can adequately plan your answers. Many of these online applications can be many pages, so be sure to take a look at the form until the end. Further, you may want to draft your answers on a separate document so you can save it incrementally and use handy functions such as spell-check.

Short answer questions that have been asked in clerkship applications in previous years include:

- Why are you interested in being a commercial lawyer and why do you want to start your career at our firm?
- What do you regard as the biggest challenge and opportunity for our firm in the current market?
- What practice groups are you interested in, and how have you come to develop that interest?
- To help us get to know you, please tell us about something outside of the law that you are passionate about?
- Please provide an example of when you have had to change your approach to a situation in order to achieve a better outcome or manage a new set of circumstances?

- What do you think our clients look for when choosing a legal adviser?
- What sort of work environment motivates you to achieve your potential?
- Please describe a significant challenge or adversity that you have overcome. How did you overcome this challenge and what skills were required to do so?
- If you had six months with no obligations or financial constraints, what would you do with the time?
- Describe a particular legal case or topic that sparked your interest either before or during your studies, and briefly explain why.
- Explain a time where you were curious about a particular topic. What did you do? How did you investigate it further?



### QUICK TIPS

- Check the application form early to identify short answer questions.
- Do general research on the legal industry, and research the concepts you will use in your responses.
- Make sure your writing style is clear, concise and professional.

## SUBMITTING THE APPLICATION

Be sure to understand the method of submitting the application. Most applications are completed through online portals. These can be time consuming to fill out. It is vital that you check the application itself at the start of the opening dates.

Most online portals will give you an opportunity to review your application before submitting it. If you have just filled out a number of questions, take a break and then come back and review to make sure all of your entries are correct and complete.

If you are submitting your application through an online portal such as cvmail, be sure to save a copy of what you have submitted. You may need to save prior to submitting, or the portal will allow you to download what you have submitted. This will be helpful to refresh your memory if you are asked to attend an interview.

If you are submitting through an online portal, you will generally receive an automated confirmation email within the next day or so. If you have concerns about if your application has submitted, it is best to get in contact with the recruitment manager prior to the application deadline.



## QUICK TIPS

- Save a copy of your application.
- Make sure you receive a confirmation email.

## TESTING

Increasingly, firms are choosing to use online testing as part of their application process. These tests will generally be automatically emailed to candidates after they have submitted their applications.



## INTERSTATE TIP

Testing is particularly common for the larger interstate firms who receive many applications.

Types of testing that may be used are:

- **Surveys:** firms may request that you fill in personal details to understand more about your background and demographic. A common portal for taking this information is 'RARE Recruitment'. Information that they may request includes your race, education, sexuality, gender, religion or family income.
- **Personality testing:** these tests will ask you a series of question in order to identify your personality traits.
- **Skills-based testing:** these tests will ask you questions in order to test your verbal reasoning, logical reasoning or numerical ability.

Be sure to read the email in order to determine how the results of the tests will be used in the application. Generally, the surveys will be optional and will only serve to put your application in context. Personality and skills-based testing may be taken into account, but only used in conjunction with other methods of assessment. However, some firms use tests as a method of automatically reducing the number of applicants.

Be aware that most personality based tests have inbuilt detection for inconsistencies, so it is important to respond with answers you consider to be accurate rather than what you think recruiters want to hear.

If you have the specific skills-based testing type, you are likely to be able to access practice questions. Taking sample tests under timed conditions may be beneficial, particularly if you are not familiar with the type of test used.

It is also important to note that the testing may have time restrictions. Be sure to take the test in a quiet place with good internet connection, when you have an adequate amount of time. Firms will often provide a set period of time in which to complete the test, generally around two days. Be aware of the time constraint, and let the firm know as soon as possible if this will cause any issues.



## QUICK TIPS

- Check the type of test, time you have to take the test and when you need to respond by.
- Do practice tests if available.

# STEP TWO WAITING TO HEAR BACK

Waiting to hear back from firms can be difficult and stressful. Firms may provide an estimate of the time when they commence interviews, or you may have no information between the closing of applications and offers.

## QUICK TIPS

- Make sure that your voicemail is set up, and that your voicemail message is professional.
- Check your emails regularly, including the spam folder.

## MENTAL HEALTH

AULSS Committee members Erin Mack (Social Justice Representative) and Eloise Dibden (Equity & Wellbeing Officer) provided some tips as to how to maintain positive mental health during periods of stress.

Clerkship season can be a stressful time. Maintaining your mental health and general wellbeing during this time is so important. Here are some ways to help your mental health during times of stress:

- **Keep active.** Physical exercise relieves tension, produces feel-good endorphins, and helps lift your energy levels. Try getting around 30 minutes of physical activity a day, which could just be taking a break to walk with a friend.
- **Get rest.** Even with application dates looming, ensure you still prioritise sleep. It is recommended that you get around 8 hours of sleep a night- try sticking to a set sleep schedule, turning off electronic devices half an hour before bed, and ensuring you have a quiet and dark sleep environment.
- **Be open.** Talk to your parents or friends about how you are feeling and what you are going through- being open and staying connected with your support network can take a huge weight off your shoulders.
- **Try to relax and make time for yourself.** Keep doing activities that make you feel happy and fulfilled- you might find daily meditation or practicing breathing exercises can reduce stress instantly, as well as in the long-term.
- **Find support.** If it feels like stress is taking over your life or you think you might need further help, the university of Adelaide Counselling Services is confidential, freely accessible for students, and offers appointments and drop-in sessions (see [www.adelaide.edu.au/counselling\\_centre/](http://www.adelaide.edu.au/counselling_centre/) for more information).

edu.au/counselling\_centre/ for more information). Suicide prevention charity Lifeline has a 24-hour phone and online chat service dedicated to crisis support (13 11 14). Never be afraid to ask for help.

- **Be kind and reflective.** Remember to be kind to yourself during this time. You are bound to have high hopes with each application, but take the time to reflect on everything you have done so far: from the smallest to the greatest of things. Something can always be learned and taken away from each experience, so be receptive to any and all feedback.
- **Keep perspective.** It is incredibly easy to get swept up and to place significant emphasis on the success of a single application. Take a moment to step back and see the bigger picture. By the same token, try not to compare own progress to others. This can be especially difficult, but developing a resilient and understanding mindset now will be an invaluable attribute in the future. You have submitted the application, it is out of your hands, so don't get down on yourself for something you cannot control

## PEER SUPPORT

### QUICK TIPS

- Communicate and be kind to your peers.
- Be cautious when using online forums.



Your friends can be a great source of support, just like you can be a great support to others during this time. However, if your friends are also going through a similar process it can be overwhelming and stressful to hear about how others are going. Having open and honest discussions with friends about how they would prefer to manage clerkship season can be helpful: do they want to hear everything as soon as you do, or should you wait until it comes up? Should you ask them about how they are going, or will they tell you when they are ready? The application period can present difficulties for everyone, so taking care to be particularly kind to one another goes a long way.

Online forums (most notably Whirlpool) can be a method for applicants to communicate, particularly in interstate applications. While this can be a good resource to hear about the experiences of others, these forums are

anonymous and have been known to be a source of to incorrect information, toxic interactions and otherwise antisocial behaviour. By all means take a look, but be cautious with the accuracy of the information and the stress that it may cause.

## FOLLOWING UP

Most firms will send an email indicating if you have or have not progressed to the next stage of the application. However, it is not uncommon for emails indicating you have not progressed to be significantly delayed or not

come at all. If you do not hear back by the time interviews have commenced, it is safe to presume you have not progressed. If you have concerns, you may like to send an email to the human resources contact to ensure you have not missed the email.

# STEP THREE MEETING THE FIRM

Making it past the application stage of the process is a great achievement. If your application has made it through you should feel confident that you have the requisite grades, skills and extracurricular to clerk at the firm. At this stage, the main focus is your personality, cultural fit and attitude.

## INTERVIEW PREPARATION

The interview is the main way in which the firm decides if you are a good personality fit. Most clerkship interviews will be a relatively informal conversation. Broadly, the key things an interviewer should take away from an interview is that you are a personable candidate with an interest in practising law at their firm.

As such, preparation will primarily consist of:

- Considering your “narrative” – what you want from a career, why you want it and why working at that particular firm would be preferable.
- Being able to talk to experiences on your resume and explain what you learnt, and how it is relevant to the job you are applying for.
- Consider a few different examples of circumstances in which you had to demonstrate skills, which you may be able to adapt to different questions. Ideally, you should have a range of examples from different activities which you can use.

To break this down further, in order to prepare for the seemingly endless number of questions you may be asked, it is convenient to categorise questions as follows:

### QUESTION TYPE

### DESCRIPTION

### HOW TO PREPARE

#### Personality based

These questions will aim to get to know you as a person, including your hobbies and non-law activities.

Remember back to the days before clerkship applications when you had free time, and consider what you do for fun, what you enjoy doing to relax, your favourite books or movies and things you are passionate about. These do not need to be related to law (and, in fact, it is often better if they are not).



**Interest base**

These questions allow the interviewer to determine if you have an interest in practising law.

Consider your ideal career and where doing a commercial clerkship fits in. While you are not expected to commit to working in a law firm until retirement, you should demonstrate a strong interest in working in the field.

Questions which you may like to ask yourself include:

- Where would you like to be in 5 – 10 years?
- Why would you like to work in law?
- What experiences have led you to the conclusion that commercial law is right for you?
- What makes law more attractive than other careers paths (working in the community/public sector, banking, finance or business)?

**Skill based**

These questions seek to know more about your experiences and skills you have developed.

This generally consists of asking you how you have gained a particular skill, or what you have learnt from a particular activity. Before the interview, make a list of circumstances you have faced which may be examples for such question.

Generally, the format of responding to these questions is:

- Briefly explain the situation. What was the activity? What was your role or responsibilities?
- What was the issue that made the circumstance difficult to deal with?
- What were the steps you took in addressing the circumstance?
- What was the result of the action you took?
- What did you learn from the experience?

Ideally, you will have a range of examples from your work experience, education, personal life or extracurricular activities that you can adapt to different questions.

**Behavioural**

These questions seek to understand how you will respond to stressful or complex situations in the workplace.

You may be presented with a scenario, and asked how you would respond. While you should answer in the hypothetical, it is helpful to illustrate your answer with an example where you can. As such, the process of preparation is similar to that of skill based questions as outlined above.

The aim of these questions is to determine your emotional intelligence and ability to deal with complex circumstances, so it is important to explain why you would do a particular action in a circumstance.

**Technical**

These questions assist in understanding if you have knowledge in a particular area.

While these are uncommon, be sure to have an understanding of:

- What a law clerk does
- What work the particular firm does (both at a conceptual level, and a few examples of matters they have worked on from news sites)
- Issues in the legal industry
- An area of law generally you are interested in (both at a conceptual level, and a few examples of cases of questions which have interested you).

## PRACTICE QUESTIONS

If you would like to practice ahead of time, sample interview questions include:

- Tell us a bit about yourself?
- What are your strengths/weaknesses?
- What subjects have you enjoyed the most?
- What are your hobbies?
- What achievements are you most proud of?
- Why did you choose to study law?
- What interests you about a career in commercial law?
- Why do you want to do a clerkship?
- Where do you see yourself in five/ ten years?
- Do you plan to work at the bar/undertake further study/work in a different field?
- Tell us about a time you exhibited independence in your work?
- Tell us about a time you managed a team in a difficult circumstance?
- Why have you applied to this firm in particular?
- What is something interesting that's not on your resume?
- What areas of law are you interested in?
- Tell us about a time you have dealt with criticism?
- What you would do if you had to manage two competing, urgent deadlines?
- What current news issues are you following?
- What are the cases that our firm worked on that you find particularly interesting?
- Tell me about a particular work-related setback you have faced. How did you deal with it?
- What is the toughest group that you have ever had to lead? What were the obstacles? How did you handle the situation?
- Can you tell me about this experience on your resume?
- What sort of workplace do you enjoy?

At the end of the interview, you will have an opportunity to ask a few questions. Ideally, you should ask questions that you are interested in hearing the response to which may start a conversation. Sample questions to ask include:

- What have you found the most exciting or rewarding part of working at the firm?
- What are the challenges you have had at working at the firm/in the law?
- What are the defining aspects of the culture of this firm?
- What sort of training programs does this firm have in place?
- How do you think law will change over the next five years?
- How strong is the inter-office integration in this firm, both domestically and internationally?
- How did you choose a particular practice area?
- What are the most important qualities for junior

lawyers to succeed in this role?

- How is this law firm addressing significant changes in the market, such as increasing technological development?
- What are the opportunities for secondments with this firm?

The firm may provide you with the names of your interviewers. It is useful to look up their practice area and career trajectory before the interview. However, you are not expected to have an in-depth understanding of their background. Also, be aware that it is relatively common for you interviewers to change last minute.

It is relatively uncommon for clerkship interviews to be “technical”, or have structured assessments. However, keep an eye out for any mention of tests or “assessment centres” and if there is a mention, make sure you understand the nature of the assessment so you can be adequately prepared.



### QUICK TIP

- Consider why you want to do law, what your career plan is and why you want to work with the firm.
- Think of a few key examples which can demonstrate skills you have developed.



### INTERSTATE TIP

Interstate applicants are likely to be asked why they want to move interstate, and why they want to move to the city in which they are applying in particular.

## FIRST ROUND INTERVIEWS

The standard interview tips are as applicable as always:

- Know where you are interviewing, how long it takes to get there and aim to be around 5-15 minutes early for your interview
- Pay attention to your presentation. Formal business attire is standard for interviews in the legal industry.
- Double check if the firm requires you to bring anything – occasionally they will request you bring an official academic transcript or photo of yourself.
- Remember the interview commences as soon as you are near the building, so be polite and professional when talking to anyone you may meet (including receptionists and other staff).
- Greet your interviewers with a firm handshake and good eye contact.

In spite of all the preparation above, on the day the most important thing will be to build a positive working relationship with your interviewers. It is vitally important that you relax as much as possible and show your personality. Do not be afraid of asking follow-up questions, using humour or engaging in casual conversation with your interviewers.

When responding to questions in interviews, keep the following in mind:

- Listen and respond to the actual question. If you do not understand it, ask your interviewer for clarification.
- Keep your answers brief and succinct – interviews are also a test of your verbal communication skills.
- Be as genuine as possible in your responses. Most interviewers will see many candidates, and are relatively good at discerning when candidates are trying to mislead them.
- Your interviewers will set the tone of your interview, so follow their lead. However, keep in mind that you are not restricted to the question-and-answer format and can ask questions of the interviewers throughout the interview.

## SECOND ROUND INTERVIEWS

The structure of second round interviews is generally similar to the first round. Your interviewers may be more senior practitioners to the first round. Generally, the method of preparation will be similar to the first. A focus of second round interviews is to allow you to have an opportunity to ask questions of the firm, so be sure to come prepared with some you would like to ask.



### QUICK TIP

- If you have multiple rounds of interviews, it can be useful to write down the names of people you have met during the process (including your buddy, first round interviewers and anyone you have met during networking functions). You may be asked about them in future interactions with the firm.



### INTERSTATE TIP

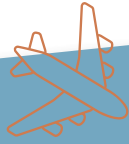
The second round interview is likely to be a way for the firm to sell itself to you. Equally, the firm will be looking for you to demonstrate enthusiasm for their firm over other options. The interviewers may ask you how many firms you are interviewing at, and why you would be particularly interested in working with them. For each firm you are looking at, think of some key reasons that differentiate them from others to adequately answer this question. This is particularly common in Sydney, where candidates can only participate in one clerkship.



### INTERSTATE TIP

- It is generally preferable to interview in person as it is easier to build a relationship with the interviewer.
- However, most firms do not offer to cover the costs of flying up interstate applicants. Interviews are generally available via Skype upon request.

## BUDDIES



### INTERSTATE TIP

Buddies are very common in interstate application processes.

Some firms will allocate you a “buddy”, who will generally be a junior lawyer. The function of a buddy is to provide you with a person you can talk to about the recruitment process outside of your interviewers or human resources. Your buddy will generally get in contact with you. If you are allocated a buddy before your interview, it can be helpful to ask them what to expect, and if they have any advice.

Your buddy is likely to take you out for coffee immediately after your interview. This will be an opportunity to talk about how it went and learn more about the firm and working as a lawyer in general. It is informal, so feel free to ask questions you may not have wanted to ask during the interview (like what the hours are actually like and if they find the work interesting). This is a great opportunity for you to learn more about practising law and the firm in general.

However, keep in mind that the buddy is still able to provide feedback on you as part of the recruitment process and may know your interviewers socially. Be careful to be polite about everyone you have met through the process and still demonstrate a genuine interest in the firm and work.

## POST-INTERVIEW CONTACT

You generally will not be expected to send follow up emails after interviews. However, if you have the interview’s email address there is nothing wrong with sending an email expressing that you enjoyed the interview and thanking them for their time.

In some circumstances, members of the firm may contact you outside of the ordinary interview process. Interviewers from some firms may call applicants after the interview but before offer day to enquire as to if they have any questions. Some interviewers may reach out to particular applicants on an ad-hoc basis to check in, or to set up conversations with applicants and practitioners in their area of interest.

The first thing to note is that a lawyer’s time is valuable, and if you are receiving contact outside of the interview

you should take it as a positive news. While you should still be professional in all interactions with members of the firm, use this as an opportunity to discuss your areas of interest and ask questions in a casual setting. Equally, if you do not receive any additional contact do not worry. This is not the norm, and does not mean you are not progressing to the next stage of the process.

## COCKTAIL NIGHTS

A cocktail night is an opportunity for you to get to know representatives of the firm in an informal setting. Candidates and practitioners will often be in a large room with food and drink provided, and will be invited to mingle. Introducing yourself to firm representatives can be daunting, but it is important to get out of your comfort zone. It can be helpful to start by introducing yourself to a few junior solicitors. After some conversation, most will be happy to introduce you to other people with whom you may have common interests.

Conversation at a cocktail night is not the same as an interview, so focus on engaging in genuine conversation rather than talking up your abilities. Further, it is very important that you are polite to other candidates. Not only are they likely to become your future colleagues, but firms pay attention to the way in which you interact with others.

If not otherwise specified, business attire is appropriate. Alcohol will often be provided at cocktail nights. Keep in mind that you may be nervous and not have eaten much, and therefore may need to adjust your alcohol intake accordingly.

As this is part of the formal recruitment process, you should assume that you are being assessed on your ‘performance’ at the cocktail evening. This can mean everything from your ability to genuinely engage with others and make a lasting impression, through to the way in which you simply carry yourself in the room. If the firm will reduce the number of candidates in the process after the cocktail night, you should place a focus on getting to know a number of practitioners. If the firm is not making a cut to the number of candidates after a cocktail night, then the focus is likely to be for you to get to know the firm (although any very positive or negative interactions may affect your application).

### INTERSTATE TIP

You are generally not expected to fly up for cocktail nights. However, as they can be a great opportunity to get to know the firm, you may be able to reschedule your interviews to be on the same day as the cocktail night so you can attend both in one trip upon request.



# STEP FOUR END OF THE PROCESS

## OFFER DAY

Most firms will contact successful candidates on offer day, as specified by the relevant uniform clerkship scheme. Successful candidates will be contacted by phone, email or text message. This generally occurs between 8.30am – 10.30am. Unsuccessful candidates are likely to receive a notification towards the end of the day.

## CHOOSING WHERE TO GO

If you are interviewing at multiple firms, put some thought into how many clerkships you would want to accept and which firms you would prefer. This will be primarily based on your interactions with the firms throughout the process, your areas of interest and the type of firm you think you would like to work for.

Generally, you will have one or two days to accept or decline offers. However, some firms may request an indication of if you are likely to accept on the phone at the time at which they offer you. In this circumstance, it is appropriate to give a positive indication qualified by the fact you will officially respond at a later time.

## OTHER OPPORTUNITIES

If you do not receive an offer to undertake a clerkship, it can be disheartening and disappointing, particularly considering the amount of effort put into the process. However, do not doubt your own abilities because of this. Clerkships are by no means the only way to get a great job in commercial law, and there are many opportunities out there that are not advertised in formal processes.

The AULSS sat down with **Shelini Hillier** to learn more about what other opportunities are out there for law students:

**What work experience do you have and how did you go about finding opportunities?** In the legal field I have undertaken an internship in Darwin, predominantly in the area of worker's compensation law, and an internship in Sydney in the fields of family and corporate law. I have an upcoming clerkship this year with an Adelaide firm in corporate law. Clerkships are competitive and there are only limited spots, so it's important to reach out and try and find your own opportunities as well. I reached out to old friends of my parents and people I knew through my Indian community. Establishing a connection, however tenuous, can mean the difference between gaining work experience and not. After chatting to them, I was given the opportunity to talk to the Partners of the firms, who encouraged me to send through my CV and cover letter. What stood out for them was that I was willing to take initiative. My corporate law clerkship was attained through a typical clerkship application procedure in Adelaide.

**What did you gain out of your work experience?** My work experience was fantastic! Given the internship positions were made especially for me, I had great flexibility and was able to work on a number of different matters under any lawyer whose work particularly interested me. It's unusual to be in a firm that doesn't have a normal clerkship program - you need to know your limits and juggle competing requests from lawyers who don't know what work you have been given from others. You learn to manage competing requests and forge your own path.

**What would you recommend to students looking for work experience?** If you're in your first, second or third year I'd highly recommend looking for work experience opportunities around Australia by utilising whatever connections you have with people in the legal field. Not only does it provide you with confidence, new skills and a better understanding of what you like, it is also a great talking point in clerkship or job interviews. My internship in Darwin is what ultimately got me my clerkship in Adelaide. Marks aren't the most important thing when applying for clerkships or jobs - life experience, work experience and enthusiasm make you stand out from the crowd.



# STEP FIVE CLERKING BEYOND

## TIPS FOR YOUR CLERKSHIP

Congratulations on securing a clerkship! This is a great achievement and you should be proud.

On your clerkship, you can expect to be undertaking work similar to that of a paralegal or junior lawyer. This can include drafting documents and correspondence, research and administrative duties. The firm is likely to provide you with training on the clerkship. However, here are some key tips to help your time with the firm run more smoothly:

- The most important attribute is your attitude. Being positive, collaborative and willing to help will go a long way.
- Seek out feedback as you go where possible, and seek to constructively integrate it into your work.
- Take an interest in the work that is going on beyond what the tasks you have been allocated, and ask questions where appropriate. This will help you find out what you are interested in.
- Always communicate more rather than less. If you are confused, having trouble completing a task or have multiple competing priorities in a set time, always let your supervisor know early and keep them updated if the circumstance changes.
- Make an effort to get to know your colleagues and fellow clerks – at the very least, they will be an important part of your professional network (and may even end up as your friends!).

## GRADUATE RECRUITMENT

The graduate recruitment scheme will differ for each firm. Broadly, the options are:

- You may be retained as a casual clerk or asked to do a second clerkship. After spending time working at the firm, you will be offered a graduate contract close to the end of your degree. This is common in South Australia.
- You may be asked to reapply for a graduate position under the standardized scheme. This is common in Victoria.
- You may be offered a graduate position within a few months of completing your clerkship. This is common in South Australia and New South Wales.

Keep the graduate recruitment process in mind. If you get to the end of your clerkship and do not know what the graduate recruitment scheme is, consider asking the HR team to clarify.

# FIRM DIRECTORY.

## HOW TO USE THE FIRM DIRECTORY

Below is a list of firms who often offer clerkships. This contains information such as application dates, background information about the firms and what they look for in the recruitment process.

The list below has been created by the AULSS on the basis of publicly available information. This is not affiliated with the firms. It is only current at the date of publication. While this intends to be a useful starting point, it is not a substitute for your own independent research and we encourage all students to confirm any information prior to making decisions about applications.

### ADDISONS LAWYERS

Background information	Commercial law firm focusing on a variety of areas with many large clients such as Bega Cheese, Coca-Cola, Colgate, Hillgate Resources, and Mulpha Australia.
Practice Areas	Key practice areas include: Competition/Antitrust, Corporate Mergers Acquisitions, Employment, Gambling, Insolvency/Reconstruction, IP & Media, Litigation and Dispute Resolution, Marketing & Advertising, Property, Construction & Environment.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Providing clients with easy access to highly skilled lawyers</li> <li>• Commerciality and creativity</li> <li>• Rigorous standards of talent, character and work ethic</li> </ul>
What they look for	Applicants with outstanding levels of talent, character and work ethic. In addition, they all have a strong desire to be at Addisons.
Office Locations	Sydney
Website	<a href="http://www.addisonslawyers.com.au/">http://www.addisonslawyers.com.au/</a>
<b>Sydney</b>	
Office Location	Level 12, 60 Carrington Street Sydney, New South Wales 2000
Contact	Email: <a href="mailto:mail@addisonslawyers.com.au">mail@addisonslawyers.com.au</a> Tel: +61 2 8915 1000
Eligibility	Penultimate and final year law students.
Application Dates	Clerks accepted on an ad-hoc basis.
Application Process	Submit a resume through the form on the website.



Background information	Allen & Overy (known as A&O) is a global giant, with 44 offices in 31 countries. As a “magic circle” firm, Allen & Overy acts for some of the largest institutions in the world. Allen & Overy opened its Australian office in 2010, and currently has 26 partners in Australia.
Practice Areas	Allen & Overy has three core practice groups, being Corporate & Mergers and Acquisitions, Banking & International Capital Markets and Litigation.
Key Values	Allen & Overy’s values are: <ul style="list-style-type: none"> <li>• instinctively thoughtful;</li> <li>• collectively ambitious;</li> <li>• insightfully inventive; and</li> <li>• refreshingly open.</li> </ul>
What they look for	Candidates who can demonstrate evidence of teamwork, motivation and drive, communication skills, planning and organisation, critical thinking, commercial awareness and commitment – both to a career in law and to a career with Allen & Overy.
Office Locations	Allen & Overy has a presence in over 31 countries, and Australian offices in Sydney and Perth.
Website	<a href="http://www.allenoverly.com/careers/gradsaustralia">www.allenoverly.com/careers/gradsaustralia</a>
<b>Sydney</b>	
Office Location	Level 25/85 Castlereagh St, Sydney NSW 2000
Contact	The Australian Recruitment Team Email: <a href="mailto:australian.recruitment@allenoverly.com">australian.recruitment@allenoverly.com</a>
Clerkship Dates	Allen & Overy have a ten-week clerkship program from November 2018 – February 2019. As part of this program, clerks may be able to spend one week in an international office.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application, including cover letter, resume, academic transcript and a series of short answer questions</li> <li>• First round interview</li> <li>• Second round interview</li> <li>• Cocktail night</li> </ul>

<p>Background information</p>	<p>Working together and working together well: there's an important difference. It's a given that we work on complex multi jurisdictional projects across Australia and the world through our strategic alliance with Linklaters. But it's how we do it that makes us different. We work as one team, collaborating across practice areas and disciplines to solve complex problems and build great relationships. It's what makes Allens a great place to work.</p> <p>Our people play a huge part in our success. We attract and develop exceptional talent and we welcome diversity and individuality. You'll be given opportunities to grow, learn and succeed, but it's up to you to make the most of them. We're well aware that your job satisfaction and our success go hand in hand. You'll be involved in high profile, complex work and we'll provide the very best training throughout your career. We'll reward your commitment to learning with the flexibility to drive your own career.</p>
<p>Practice Areas</p>	<p>Broadly, we have seven practice groups operating across eleven sectors. This gives us depth and breadth of expertise, and offers our people more scope when it comes to choosing the area in which they want to work.</p> <p>Our practice groups include:</p> <ul style="list-style-type: none"> <li>• Corporate</li> <li>• Disputes and Investigations</li> <li>• Banking and Finance</li> <li>• Tax</li> <li>• Competition, Consumer and Regulatory</li> <li>• Projects and Development</li> <li>• Intellectual Property and Patents and Trademark Attorneys</li> </ul>
<p>Key Values</p>	<p>Excellence, Integrity, Respect, Performance, and One Firm.</p>
<p>What they look for</p>	<p>We're proud that there isn't an 'Allens' type'. We know that diverse perspectives help solve complex problems, strengthen teams and enrich client relationships. The more you enjoy working with a diverse range of people, the greater your success will be.</p> <p>While we celebrate our differences, it's important to understand what unites us. These are attributes that our people have in common. These help us to succeed as a team and individually:</p> <ul style="list-style-type: none"> <li>• Initiative: a curious mind is vital. The more adaptable you're able to be and the more energy you bring with you, the more you'll get out of a career at Allens.</li> <li>• Excellence: it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn.</li> <li>• Commerciality: 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.</li> <li>• Flexibility: a key priority for the firm is to ensure our people feel they are trusted to work in a way that allows them to balance the needs of the firm alongside the pursuit of their own career and life goals irrespective of gender, age or life stage.</li> <li>• Commitment: positive people thrive in our environment. We look for people who can build sustainable careers with us, and successfully juggle work and a personal life while maintaining their wellbeing.</li> </ul>

Office Locations	Allens have offices in Brisbane, Perth, Melbourne and Sydney. Through our global alliance with Linklaters, we have access to strong teams in 39 offices across 28 countries.
Website	<a href="https://www.allens.com.au/yourcareer">https://www.allens.com.au/yourcareer</a>
Melbourne	
Office Address	37/101 Collins St, Melbourne VIC 3000
Contact	Manreet Singh (Graduate Resourcing Consultant) Email: <a href="mailto:student.careers@allens.com.au">student.careers@allens.com.au</a>
Clerkship Dates	Three clerkship intakes of 3.5 weeks: Summer 1 – Nov – Dec 2018 Summer 2 – Jan – Feb 2019 Winter – June – July 2019
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	Online application – applicants are required to submit a copy of their cover letter, CV, academic transcript and valid visa (if applicable). Two online survey components, a cocktail/networking event and one interview.
Sydney	
Office Address	Deutsche Bank Place, 126 Phillip St, Sydney NSW 2000
Contact	Lauren Kay (Graduate Resourcing Consultant) Email: <a href="mailto:student.careers@allens.com.au">student.careers@allens.com.au</a>
Clerkship Dates	The Sydney office offers one, ten-week placement from November 2018 to February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	Online application – applicants are required to submit a copy of their cover letter, CV, academic transcript and valid visa (if applicable). Two online survey components, a cocktail/networking event, first round interview. A second cocktail evening and a second round interview.

Great change is here.

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## Are you ready?

At Allens, we're focused on advancing our industry through equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. Are you?

With us, you'll be more than a lawyer. Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.

We work across borders too, thanks to our alliance with Linklaters. This strategic partnership opens up worlds of opportunity for our business and our people, including rotations in Linklaters London, Hong Kong and Singapore for our graduate lawyers.

In a rapidly changing world, we seek opportunities to innovate, embracing creative thinking, new approaches and emerging technology. And we don't just use them to benefit ourselves and our clients. We believe strongly in driving positive change to do right by our community too.

Our teams are open, inclusive and encouraging, giving you the chance to learn and grow, but your development will be down to you. You'll have the flexibility to drive your career, and we'll recognise your achievements and hard work as you progress through the firm. Are you ready to begin?

### Clerkship program

A clerkship with Allens is the first step in a rewarding legal career. The program will give you invaluable insight into our work and culture. With support from a buddy and development supervisor, you'll work on real matters for real clients and be involved in projects.

### Graduate program

Comprising two 12-month placements in different practices, our graduate program offers exposure to stimulating legal challenges. In each rotation, you'll gain a depth of experience that comes from seeing matters through. However, at Allens we don't work in silos so you won't be limited to working with one partner or by your practice areas. Working with different teams and leading organisations, you'll grow a solid skills base and develop the agility needed to thrive in our ever-changing world.

Early careers at Allens provide highly tailored training through the Allens Academy. Developed in partnership with the Australian National University, our Graduate Diploma in Legal Practice will help you transition from law graduate to legal expert and trusted business adviser.



## Will you make great change happen?

### Clerkship

- > Programs run from three to ten weeks
- > Available at our Brisbane, Melbourne, Perth and Sydney offices
- > Ongoing support and buddy system
- > Exposure to one or two practice groups

### Graduate program

- > Two 12-month rotations in your areas of interest
- > Secondment options in London or Asia via our alliance with Linklaters
- > Ongoing supervision, coaching and mentoring
- > Graduate Diploma in Legal Practice (via Allens Academy)
- > A 12-month legal seminar series (Cornerstone Program)

Find out more at [allens.com.au/yourcareer](https://allens.com.au/yourcareer)

Background information	Arnold Bloch Leibler (ABL) is a premium Australian commercial law firm renowned for advising clients on their most significant legal matters: high-stakes transactions, litigation and commercial issues. ABL are best known for advising entrepreneurial businesses (ASX-listed, family owned and international) and for our work with private clients. They also work with international corporations with interests in Australia and enjoy long-standing relationships with a select group of other professional advisors – including accountants, private equity firms, insolvency practitioners, private bankers and overseas-based specialist law firms.
Practice Areas	Key practice areas include Banking & Finance, Capital Markets, Competition, Corporate and M&A, Dispute Resolution & Litigation, Intellectual Property, Native Title & Public Interest Law, Property & Development, Reconstruction & Insolvency, Shareholder Activism, Taxation, Technology, Media & Telecommunications and Workplace Advisory.
What they look for	Arnold Bloch Leibler look for the following: <ul style="list-style-type: none"> <li>• Good grades and a sharp intellect</li> <li>• Candidates with life experience</li> <li>• Lateral thinking and commercial acumen</li> <li>• Resilience, imagination, initiative and a willingness to learn</li> <li>• A passion for law</li> <li>• A sense of humour</li> </ul>
Office Locations	Melbourne and Sydney
Website	<a href="http://abl.com.au">abl.com.au</a> <a href="http://abl.grad.careers">abl.grad.careers</a>
Melbourne	
Office Location	21/333 Collins St, Melbourne VIC 3000
Contact	Hayley Brown Email: <a href="mailto:hbrown@abl.com.au">hbrown@abl.com.au</a> .
Clerkship Dates	The Melbourne office offers three clerkship intakes: Summer One (19 November - 14 December 2018) Summer Two (21 January - 15 February 2019) Winter (24 June - 19 July 2019)
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application, including a cover letter, resume and academic transcript</li> <li>• An interview with partners and a member of the human resources team</li> <li>• Coffee with a law graduate or junior lawyer following the interview</li> </ul>

Background information	Ashurst is a leading international law firm with more than 375 partners and 1080 lawyers across a network spanning Asia, Australia, Europe, the Middle East and North America. Ashurst Australia was formed when the leading Australian firm Blake Dawson merged with London-based silver circle firm Ashurst in 2012.
Practice Areas	Key practice areas include: Banking & Finance, Capital Markets, Competition & Antitrust, Corporate and M&A, Digital Economy, Dispute Resolution, Employment, Financial Regulation, Insurance & Reinsurance, Intellectual Property, Investigations, Investment Funds, Projects, Real Estate, Restructuring, Insolvency & Special Situations, Tax
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Innovation</li> <li>• Integrity</li> <li>• Excellence</li> <li>• Accountability</li> </ul>
What they look for	There's absolutely no Ashurst "type". We want to actively involved a broad range of minds with a broad range of backgrounds, all united by a common set of strengths. <ul style="list-style-type: none"> <li>• A passion to develop a career in an elite international law firm</li> <li>• Outstanding communication skills</li> <li>• Analytical ability, motivation, determination and drive</li> <li>• Commercial awareness</li> <li>• Teamwork and interpersonal skills</li> </ul>
Office Locations	Ashurst has 25 offices in 15 countries including Asia, Australia, Europe, Middle East and North America.
Website	<a href="http://ashurst.com/careers">ashurst.com/careers</a> ,
Melbourne	
Office Location	Level 26, 181 William Street Melbourne VIC 3000
Contact	Joanne Dean HR Manager National Graduate programs
Clerkship Dates	The Melbourne office offers three clerkships of three to four weeks. These will in November/December 2018, January/February 2019 and June/July 2019.
Eligibility	Students in their penultimate and final year of study. We require all our graduates to have the legal right to work in Australia on joining (either permanent residency, citizenship or spousal visa)
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October

Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, academic transcript and short answer questions.</li> <li>• Online testing.</li> <li>• First round interviews.</li> <li>• Cocktail night.</li> </ul>
Sydney	
Office Location	Level 11, 5 Martin Place Sydney NSW 2000
Contact	Joanne Dean HR Manager National Graduate programs
Clerkship Dates	The Sydney office offers one, ten-week placement from November 2018 to February 2019.
Eligibility	Students in their penultimate and final year of study. We require all our graduates to have the legal right to work in Australia on joining (either permanent residency, citizenship or spousal visa)
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, academic transcript and short answer questions.</li> <li>• Online testing</li> <li>• First round interviews.</li> <li>• Second round interviews.</li> <li>• Information Evening.</li> <li>• Cocktail night.</li> </ul>

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Background information	Baker McKenzie was the first global law firm, and has been operating globally for more than 60 years. The Firm is continually expanding and currently employs over 4,000 lawyers in 78 offices in 47 countries. We have been in Australia since 1964 and employ approximately 220 lawyers and 81 Partners across Melbourne, Sydney and Brisbane.
Practice Areas	Key practice areas include: Antitrust & Competition, Banking & Finance, Capital Markets, Compliance & Investigations, Dispute Resolution, Employment & Compensation, Environment & Climate Change, Information Technology & Communications, Intellectual Property, International Commercial & Trade, Mergers & Acquisitions, Private Equity, Real Estate, Restructuring & Insolvency, Tax.
Key Values	Our difference is in our unique values: our passion for being global, our culture of friendship, our commercial pragmatism, our support for entrepreneurship, our commitment to development, our focus on contributing to the community, and our genuine focus on maintaining a diverse and inclusive environment for all of our people.
What they look for	Baker McKenzie looks for people who genuinely want to work with us and who understand our unique offering and position in the market. 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; who seek a friendly, diverse, and inclusive culture; and who take seriously our role in making a difference to our local and global communities.
Office Locations	Baker McKenzie has 78 offices in 47 countries.
Website	<a href="http://www.bakermckenzie.com/australia#careers">www.bakermckenzie.com/australia#careers</a>
Melbourne	
Office Location	Level 19, CBW 181 William Street Melbourne Victoria 3000
Contact	Natalie Mascarenhas Talent Management Consultant <a href="mailto:natalie.mascarenhas@bakermckenzie.com">natalie.mascarenhas@bakermckenzie.com</a> (03) 9617 4200
Clerkship Dates	The Melbourne office offers three clerkships, each of four weeks duration. These will take place in November/December 2018, January/February 2019 and June/July 2019.
Eligibility	Students in their penultimate or final year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October



Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, short answer questions, and your work experience, extra-curricular activities, interests and academic results. We do not require you to upload your CV, as the information from your CV is used to respond to the areas above.</li> <li>• Information and Cocktail Evening.</li> <li>• One interview.</li> </ul>
Sydney	
Office Location	Tower One - International Towers Sydney Level 46 100 Barangaroo Avenue Barangaroo NSW 2000
Contact	Angelique Wanner Talent Management Consultant <a href="mailto:angelique.wanner@bakermckenzie.com">angelique.wanner@bakermckenzie.com</a> (02) 8922 5596
Clerkship Dates	The Sydney office offers one, eleven-week placement from late November 2018 to early February 2019, with two rotations in two different practice groups and a one week client secondment.
Eligibility	Students in their penultimate or final year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, short answer questions, and your work experience, extra-curricular activities, interests and academic results. We do not require you to upload your CV, as the information from your CV is used to respond to the areas above.</li> <li>• First round interview.</li> <li>• Second round interview.</li> <li>• Information and Cocktail Evening.</li> </ul>

## BORN GLOBAL

At Baker McKenzie we are different in the way we think, work and behave. Like no other law firm, we were born global.

Baker McKenzie has been thinking globally in Australia for more than 50 years. In 2014, we opened our Brisbane office making our Australian practice the fourth largest in our network of 78 offices with more than 80 Partners and 220 lawyers across Melbourne, Sydney and Brisbane. In Australia, we act for leading multinational and domestic companies on market leading local and global transactions.

Founded in 1949, Baker McKenzie is one of the world's largest law firms by markets, revenue and headcount. We offer our clients and lawyers the uncompromising commitment to excellence expected of a leading firm and a distinctive way of thinking, working and behaving as a passionately global and genuinely collaborative firm.

We understand the challenges of the global economy because we have been a global law firm from the start.



### Our Clerkship Program

Right from the start, our Clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, shadowing, research and other everyday activities within your assigned practice group.

Our Clerks work closely with other lawyers, are guided by a Supervising Partner and enjoy the extra support of an experienced Associate "Buddy". You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for Clerks, as well as Firm-wide sessions.

In Melbourne, we have three Clerkship intakes, each for four weeks – late November to late December, late January to late February and late June to late July. Clerks who accept a Graduate role with Baker McKenzie are eligible to apply for an International Clerkship, with the opportunity to work in one of our overseas offices in the year following their Clerkship.

### Our Graduate Program

Over the course of the program, Graduates gain experience in different areas of law before they join a particular practice group as an Associate. You will be assigned a Supervising Partner and an Associate "Buddy" in each rotation to oversee your on-the-job and formal learning.

### Develop globally

At Baker McKenzie, we have a deep commitment to development. We work with each Graduate to create a tailored development plan and career goals. To help you reach your goals, we provide targeted learning opportunities — from seminars on core legal topics to practical skills development in areas such as communication, drafting and presenting.

We work hard to facilitate on-the-job learning and the many ways it happens — through informal mentoring relationships, client secondments,

involving Graduates in global teams working on international deals or supporting them to run their own files for our award-winning Pro Bono Program.

We also bring Graduates from our Melbourne, Sydney and Brisbane offices together to help our people foster networks across the Firm, and support professional development by covering the costs of Practical Legal Training and your admission.

Our regional practice group structure means many of our lawyers attend regional training in our Asia Pacific offices and, once Graduates complete their Graduate Program, they will travel overseas to attend a regional orientation program with other mid-level Associates from the region. In addition, the Firm offers opportunities for lawyers at varying stages of their career to work directly for clients or with our other offices globally.

### What does the Firm look for?

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 take seriously our role in making a difference to our local and global communities.

### Thrive in a culture of inclusion

Quality and excellence along with team work, integrity and responsiveness are central in delivering outstanding service to our clients, as you would expect in a top tier law firm.

The values that make us a unique and great place to work are deeply embedded and 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 clients.
- We strive to stay ahead of the curve and encourage entrepreneurship.
- We have a strong culture of friendship and collaborative working style.
- We are commercial pragmatists who simplify issues for our clients.
- We actively encourage and support contribution to the community, through our pro bono and community service programs.

Our award-winning diversity strategy, initiatives and programs are focussed in four areas:

- **BakerWomen** - Gender equality and supporting the progression of women
- **BakerDNA** - Ethnic, indigenous and cultural diversity
- **BakerBalance** - Supporting carers and parents, employee wellbeing and workplace flexibility
- **BakerLGBTI** - Lesbian, gay, bisexual, transgender and intersex diversity.

### How to apply

Applications for Clerkships can be submitted via [www.bakermckenzie.com/careers/Australia](http://www.bakermckenzie.com/careers/Australia).

Applications should include a cover letter, as well as details of your work experience, your extra-curricular activities and interests, and your academic results.

Applications for Clerkships open at 9.00am on 9 July 2018 and close 11.59pm on 12 August 2018.

Natalie Mascarenhas  
Talent Management Consultant

+61 3 9617 4349  
[natalie.mascarenhas@bakermckenzie.com](mailto:natalie.mascarenhas@bakermckenzie.com)  
[www.bakermckenzie.com/australia#careers](http://www.bakermckenzie.com/australia#careers)

### Our key areas of practice

- Banking & Finance
- Commercial Real Estate
- Construction
- Corporate (including Mergers & Acquisitions, Capital Markets and Private Equity)
- Dispute Resolution
- Employment and Industrial Relations
- Energy, Resources and Infrastructure
- Environmental Markets
- Technology Communications & Commercial

## International Clerkship with Baker McKenzie

**Daniel Conti**  
Graduate at Law

Baker McKenzie resonated with me, on a number of levels, as an ideal Firm to begin my legal career because of its high calibre international and cross-border work; its friendly and collegiate culture; and its outstanding opportunities to work and undertake training overseas.

I undertook a Summer Clerkship in 2017 with the Melbourne office's Corporate team and was fortunate to receive a Graduate position with the Firm later that year. Subsequently, I was excited to be selected to undertake a four-week International Clerkship with the Firm's London office, prior to commencing as a Graduate in Melbourne.

Having expressed a strong desire to gain some exposure to international Mergers and Acquisitions (M&A) and Capital Markets, the prospect of spending two weeks in the London office's M&A group and two weeks in its Structured Capital Markets (SCM) group was a fantastic opportunity. While the M&A and SCM practice groups in London are incredibly busy, they are very supportive and friendly. Having made the long trip over to London, it was comforting that I could make a smooth and seamless transition into the office and immediately become involved in a plethora of matters.

In addition to assisting both teams with research and advisory work, I had the opportunity to work on two incredibly interesting matters. Whilst working in the

M&A team, I was fortunate to be involved in advising one of the Firm's longstanding clients on its multi-billion dollar acquisition of the personal care and homecare brands of a Latin American consumer goods company. The deal involved 10 Latin American jurisdictions, an incredible amount of coordination and the consideration of many other areas of law (such as tax, competition and intellectual property). This significant deal allowed me to fully appreciate Baker McKenzie's capability and capacity to facilitate such a strategic yet complex transaction. Whilst working with the SCM team, I was fortunate to be a part of concluding a USD\$500m note issuance by an Eastern European bank on the Irish Stock Exchange. I also had the opportunity to attend a number of client meetings, professional development sessions on emerging areas of law and possible reform, and an energy derivatives trading conference - where I represented the Firm!

Of course, I was also able to fit in some travel in my downtime! For anyone who has been to London, you would know it is laden with history and culture. To that end, I visited many museums (including the world-renowned Natural History Museum), numerous landmarks (such as Westminster Abbey and Wembley Stadium) and, of course, a number of fantastic pubs - to soak up the British's love for sport!

I am very grateful, especially at such an early stage in my career, for the opportunity to have undertaken an International Clerkship with our London office - and to have built my knowledge, experience and global network. I look forward to continuing to build my career with the Firm in the years to come!



Background information	Clayton Utz is a leading independent Australian law firm with connections to firms around the world.
Practice Areas	Clayton Utz is a full-service firm. Prominent practice areas include: Banking & Financial Services, Commercial Litigation, Competition, Corporate, Mergers & Acquisitions, Capital Markets, Environment & Planning, Insurance, Intellectual Property & Technology, Major Projects & Constructions, Public Sector, Real Estate, Restructuring & Insolvency, Tax and Workplace Relations & Employment.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Trust</li> <li>• Respect</li> <li>• Co-operation</li> </ul>
What they look for	High-achieving students who are personable, practical, commercially savvy and flexible.
Office Locations	Brisbane, Canberra, Darwin, Melbourne, Perth and Sydney
Website	<a href="https://www.claytonutz.com/">https://www.claytonutz.com/</a>
Melbourne	
Office Address	18/333 Collins St, Melbourne VIC 3000
Contact	Alison Tassiou (Graduate Resourcing Consultant) Tel: +61 3 9286 6955 Email: <a href="mailto:atassiou@claytonutz.com">atassiou@claytonutz.com</a>
Clerkship Dates	The Melbourne office offers two four-week programs, with the summer intake in November-December 2018 and the winter intake in June-July 2019.
Eligibility	Students in their penultimate year of study. Students in their final year of study may be considered.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter, academic transcript.</li> <li>• Testing.</li> <li>• First round interview.</li> <li>• Cocktail night.</li> </ul>
Sydney	
Office Address	1 Bligh St, Sydney NSW 2000
Contact	Sarah Pinczewski, Graduate Resourcing Consultant, Sydney Tel: (02) 9353 5477 Email: <a href="mailto:spinczewski@claytonutz.com">spinczewski@claytonutz.com</a>
Clerkship Dates	The Sydney office offers an 11 week program from November 2018 – February 2019. Clerks have the opportunity to undertake two rotations through different practice groups.
Eligibility	Students in their penultimate year of study. Students in their final year of study may be considered.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter, academic transcript.</li> <li>• Testing.</li> <li>• First round interview.</li> <li>• Second round interview.</li> <li>• Cocktail night.</li> </ul>

Background information	Clifford Chance is one of the world's leading law firms with 32 offices in 22 different countries, more Chambers tier-one rankings than any other firm and an extensive team of legal professionals recognised as being among the very best in the world.
Practice Areas	In Australia the main practice groups are: Antitrust, Banking and Finance, Corporate, Private Equity, Litigation and Dispute Resolution
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Commitment to exceeding clients' expectations</li> <li>• Combining the highest global standards with local excellence of service</li> <li>• Ambition for success</li> <li>• Creating an adaptable and approachable team</li> <li>• Investing in talent</li> </ul>
What they look for	Our graduates must have a global perspective and be ready to work across borders and jurisdictions on complex and challenging matters in Banking and Finance, Private Equity, Mergers and Acquisitions, Commercial Litigation and Antitrust.  We are looking for ambitious people capable of working with significant responsibility from day one, who are committed to an international legal career with a dedicated team of domestic and international practitioners and who will thrive in Australia and the Asia-Pacific.
Office Locations	In Australia, Clifford Chance has offices in Sydney and Perth.
Website	<a href="http://www.cliffordchance.com/careers">www.cliffordchance.com/careers</a>
Sydney	
Office Location	Level 16, 1 O'Connell Street Sydney, NSW 2000, Australia
Contact	Email: <a href="mailto:grads.sydney@cliffordchance.com">grads.sydney@cliffordchance.com</a>
Clerkship Dates	The Sydney office offers a winter internship from 2 – 20 July 2018.
Eligibility	Students in their penultimate or final year of study.
Application Dates	Applications open: 26 March 2018 Applications close: 21 May 2018
Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, resume and academic transcript</li> <li>• First round interviews (may be a combination of video and in-person interviews)</li> </ul>
Perth	
Office Location	Level 7, 190 St George's Terrace Perth, WA, 6000, Australia
Contact	Email: <a href="mailto:grads.perth@cliffordchance.com">grads.perth@cliffordchance.com</a>
Clerkship Dates	The Perth office offers internships in December 2018 and July 2019.
Eligibility	Students in their penultimate or final year of study.
Application Dates	Applications open: 16 July 2018 Applications close: 5 August 2018
Application Process	<ul style="list-style-type: none"> <li>• Online application including a cover letter, resume and academic transcript</li> <li>• First round interviews (may be a combination of video and in-person interviews)</li> </ul>

## CORRS CHAMBERS WESTGARTH

<p>Background information</p>	<p>Corrs Chambers Westgarth (known as Corrs) is one of Australia’s leading independent law firms with offices in Sydney, Melbourne, Brisbane and Perth. Corrs Chambers Westgarth also has partnerships with law firms in the Asia-Pacific around the globe.</p> <p>Corrs Chambers Westgarth is Australia’s leading independent law firm. We emphasise the independent part because it’s important to who we are and how we work. Independence isn’t just a description of our position in the market, it also describes how we think, our innovative style and bold decision-making.</p> <p>We go beyond the traditional expectations of a law firm to ensure that we are offering our clients not just first class legal advice, but a partnership and commitment to helping them achieve success – both on a national and global scale.</p> <p>We are the most globally connected law firm based in Australia. Our pioneering partnering networks in Asia–Pacific and globally, ensure we support our clients everywhere.</p> <p>We are recognised as a leader in the market for the quality of our advice and commercial outcomes achieved for our clients – we are innovative lawyers. Our people are consistently recognised for outstanding service and results. We do more than advise our clients – we help them adapt to the future.</p>
<p>Practice Areas</p>	<p>Corrs Chambers Westgarth is a full-service law firm. Prominent practice areas include Corporate, Mergers &amp; Acquisitions, Litigation &amp; Dispute Resolution, Employment, Intellectual Property, Restructuring &amp; Insolvency, Property &amp; Real Estate and Banking &amp; Finance.</p> <p>Corrs is a corporate law firm, acting for organisations, rather than individuals. The firm works through three main operating divisions:</p> <p>Corporate, Finance &amp; Tax (Energy &amp; Resources, Corporate Advisory, Banking &amp; Finance and Taxation)</p> <p>Property &amp; Development (Property &amp; Infrastructure, Environment &amp; Planning and Construction)</p> <p>Litigation and Workplace Relations (Litigation, Workplace Relations, Intellectual Property, Technology &amp; Competition)</p>
<p>Key Values</p>	<p>Key values include:</p> <ul style="list-style-type: none"> <li>• Generous of Spirit;</li> <li>• To the Point;</li> <li>• Connected;</li> <li>• Team Players;</li> <li>• Pioneering;</li> <li>• Agile and World Class</li> </ul>

What they look for	<p>High-achieving students who can demonstrate that they are innovative, creative and collaborative.</p> <p>Corrs is a place that celebrates individuals. We're looking for spirited, determined graduates who think big and like doing things a little differently. In exchange for your energy and commitment we'll provide extraordinary learning and work opportunities here and on an international stage.</p> <p>We don't look for a Corrs 'type' when we interview potential graduates. Corrs people are individuals, but they do share some traits. Because this is a high performance organisation, Corrs people are good at what they do. They are able to work in a team and bring out the best in the people around them. They want to achieve the best results for the client as well as the firm and they take pride in their work and achievements. Corrs people like to find new ways of doing things and aren't afraid to be independent and bold in their actions. This is a firm with a sense of purpose, so we'll probably look for that in you, too.</p>
Office Locations	Sydney, Melbourne, Brisbane and Perth (and Port Moresby)
Melbourne	
Office Address	567 Collins St Melbourne, Victoria 3000
Contact	Marianne Saliba (People & Performance Consultant) Email: <a href="mailto:marianne.saliba@corrs.com.au">marianne.saliba@corrs.com.au</a> Tel: +61 3 9672 3318
Clerkship Dates	In the Melbourne office, Corrs runs three Seasonal Clerkship programs typically taking place in Late November/December 2018, late January/February 2019 and July 2019.
Eligibility	Students in their penultimate year of law
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application, including resume, cover letter and short answer questions</li> <li>• Online testing</li> <li>• First round interview</li> <li>• Rise &amp; Shine at Corrs – Breakfast Function</li> </ul>
Sydney	
Office Address	8 Chifley 8-12 Chifley Square Sydney, NSW 2000
Contact	Rhea Shyamkant (People & Performance Administrator) Email: <a href="mailto:rhea.shyamkant@corrs.com.au">rhea.shyamkant@corrs.com.au</a> Tel: +61 2 9210 6135
Clerkship Dates	The Sydney office offers one ten-week placement from November 2018 – February 2019. Clerks rotate through three practice areas.
Eligibility	Students in their penultimate year of law.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application, including resume, cover letter and short answer questions</li> <li>• First round interview</li> <li>• Second round interview</li> <li>• Cocktail night</li> </ul>



# WANT REAL INSIGHT?

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[WWW.CORRS.COM.AU/TIPS](http://WWW.CORRS.COM.AU/TIPS)

**CORRS  
CHAMBERS  
WESTGARTH**  
lawyers

University won't last forever. Soon, you'll be embarking on a legal career full of new and wonderful experiences as well as the occasional curve ball. You need to be prepared. So, visit our dedicated graduate website to see our top 10 tips designed to help you get the most out of your early years as a lawyer. To learn more, visit [corrs.com.au/tips](http://corrs.com.au/tips)



## COSOFF CUDMORE KNOX

Background information	Cosoff Cudmore Knox is a South Australian firm that was established in 2001 with the merger of two firms, which brought together some of Australia's leading commercial lawyers. They practice exclusively in commercial law, and act in major disputes and large transactions throughout Australia.
Practice Areas	Key practice areas include Commercial Disputes, Commercial Transactions Construction & Engineering, Mergers & Acquisitions, Private Client Services, Real Property, Taxation & Tax Disputes and Technology & Intellectual Property.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Truthfulness and integrity</li> <li>• Teamwork</li> <li>• Placing a value on personal and professional relationships with their clients</li> <li>• Care, clarity of thought and outstanding legal knowledge</li> </ul>
What they look for	Cosoff Cudmore Knox is seeking hard-working people who are interested in working with experienced lawyers on complex legal matters, and who want to be part of the ongoing growth of the firm.
Office Locations	Adelaide
Website	<a href="http://www.ccklawyers.com/">http://www.ccklawyers.com/</a>
	Adelaide
Office Location	73 Wakefield St Adelaide, SA 5000
Contact	<a href="mailto:cc@ccklawyers.com">cc@ccklawyers.com</a>
Clerkship Dates	Clerkships are offered throughout the year, and will run for four to eight weeks. Clerkships are also offered on a part time basis.
Eligibility	Students in their penultimate and final year of study.
Application Dates	Applications are accepted on a rolling basis.
Application Process	<ul style="list-style-type: none"> <li>• Submitting a cover letter, resume, academic transcript and small photograph via mail or email</li> <li>• First round interviews</li> </ul>

Background information	Cowell Clarke is a commercial law firm with offices in Adelaide and Sydney. It has 100 highly committed and talented people who provide legal services, commercial advice and support to clients in all sectors of business and industry across Australia.
Practice Areas	Key practice areas include: Agribusiness, Banking & Finance, Building Construction & Infrastructure, Commercial Transactions, Competition & Consumer Law, Corporate, Debt Recovery, Defence, Dispute Resolution, Employment & Industrial Relations, Energy & Resources, Environment Planning & Sustainability, Equity Capital Markets, Financial Services, Franchising, Health, Insolvency & Turnaround, Insurance, Intellectual Property & IT, International Trade, Personal Property Securities Acts, Pharmacy, Private Clients, Probity, Property, Superannuation, Tax & Revenue.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• We care about one another and our clients.</li> <li>• Ability to be adaptable to deliver exceptional service and solutions to our clients.</li> <li>• Developing both professionally and personally.</li> <li>• Transparent.</li> <li>• Humble.</li> <li>• Enjoy our work.</li> </ul>
What they look for	Remarkable applicants who can demonstrate academic excellence, life experience and extra-curricular activities. A positive attitude and strong work ethic is essential.
Office Locations	Adelaide and Sydney
Website	<a href="http://www.cowellclarke.com.au/">http://www.cowellclarke.com.au/</a>
Adelaide	
Office Location	Level 5, 63 Pirie St, Adelaide SA 5000
Contact	Pina Zito (HR Advisor) Email: <a href="mailto:careers@cowellclarke.com.au">careers@cowellclarke.com.au</a>
Clerkship Dates	Cowell Clarke will continue to offer PLT and summer clerkships. Applications for 2018/19 Summer Clerkships will open soon and details will be published on our website.
Eligibility	As specified on the job advertisement.
Application Dates	As specified on website
Application Process	<ul style="list-style-type: none"> <li>• Submit a cover letter, resume and academic transcript via email.</li> <li>• Interviews.</li> </ul>

Background information	DLA Piper is a global commercial law firm with over 1000 lawyers in more than 40 countries. They work across every industry and sector, and provide expert advice to the world's leading companies. They serve an international client base that includes more than half of the Fortune 250 and nearly half of the FTSE 350 companies. They also advise governments and public sector bodies.
Practice Areas	DLA Piper is a full-service law firm. Key practice areas include: Corporate / Employment / Finance, Projects & Restructuring / Intellectual Property & Technology / Litigation & Regulatory / Real Estate / Tax
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Attracting, developing and retaining the best talent</li> <li>• Providing a supportive, inclusive and motivating environment</li> <li>• Delivering outstanding service to clients</li> </ul>
What they look for	Candidates that have a strong academic record, are naturally inquisitive, have plenty of drive and possess a genuine commitment to their career path.
Office Locations	In Australia, DLA Piper have offices in Sydney, Melbourne, Brisbane and Perth.
Website	<a href="https://www.dlapipergraduates.com/au/">https://www.dlapipergraduates.com/au/</a>
Melbourne	
Office Location	21/140 William St Melbourne VIC 3000
Contact	graduaterecruitmentAUS@dlapiper.com
Clerkship Dates	The Melbourne office offers two clerkships of four weeks. These will in November/December 2018, January/February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including a resume, cover letter, academic transcript and short answer questions</li> <li>• Online testing</li> <li>• Assessment centres</li> <li>• Interviews</li> </ul>
Sydney	
Office Location	22/1 Martin Place Sydney NSW 2000
Contact	graduaterecruitmentAUS@dlapiper.com
Clerkship Dates	The Sydney office offers one, eight week placement from November 2018 to February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including a resume, cover letter, academic transcript and short answer questions</li> <li>• Online testing</li> <li>• Assessment centres</li> <li>• Interviews</li> </ul>

## DMAW LAWYERS

Background information	DMAW Lawyers is an Adelaide-based law firm, which offer services to commercial clients in relation to a large number of practice areas.
Practice Areas	Key practice areas include Corporate Advisory, Business Transactions & Advice, Dispute Resolution & Risk Management.
Key Values	Key values include dedication to advancing and protecting the interests of clients.
What they look for	DMAW Lawyers look for: <ul style="list-style-type: none"> <li>• Producing excellent results</li> <li>• High quality work</li> <li>• Intellectual capacity</li> <li>• Technical skills</li> <li>• Independence, integrity, confidentiality, discretion and reliability</li> </ul>
Office Locations	Adelaide
Website	<a href="http://dmawlawyers.com.au/">http://dmawlawyers.com.au/</a>
Adelaide	
Office Location	Level 3, 80 King William Street Adelaide SA 5000
Contact	Email: <a href="mailto:hr@dmawlawyers.com.au">hr@dmawlawyers.com.au</a>
Clerkship Dates	DMAW Lawyers generally run three clerkships of four weeks duration per annum. These are offered for placement in November/December, January/February and July.
Eligibility	Students in their penultimate or final year of study.
Application Dates	Refer the following link for the most up to date submission deadlines: <a href="http://dmawlawyers.com.au/careers/summer-clerkship-programme/">http://dmawlawyers.com.au/careers/summer-clerkship-programme/</a>
Application Process	<ul style="list-style-type: none"> <li>• Submit a cover letter, resume and academic transcript via email</li> <li>• First round interview</li> </ul>

## FINLAYSONS LAWYERS

Background Information	Finlaysons is a commercial law firm based in South Australia, with its origins tracing back to 1850. Finlaysons has experts across a range of practice areas and independent legal teams in <u>Adelaide and Darwin who advise clients on a wide range of commercial matters.</u>
Practice Areas	Legal services across a range of industries including Banking Services, Commercial, Corporate, Defence, Education, Energy, Environmental, Health, Hospitality & Licensing, Insurance, Intellectual Property, Property, Planning, Resources & Native Title, Risk & Dispute Management, Tax & Revenue, Wills, Estates & Succession Planning, Wine, Workplace & Safety
Key Values	Key values include integrity, respect for all, service excellence, teamwork, innovation, developing talent and work/life balance.
What they look for	Students with outstanding academic results, extra curricula activities, combined with innovative mind and sense of humour. Candidates should enjoy challenges and communicate confidently with people at all levels.
Office Locations	Adelaide, Darwin
Website	<a href="https://www.finlaysons.com.au/">https://www.finlaysons.com.au/</a>
Adelaide	
Clerkship Office Location	Adelaide, 81 Flinders St, Adelaide SA 5000
Contact	Jessica Houston People and Development Advisor) Email: <a href="mailto:jessica.houston@finlaysons.com.au">jessica.houston@finlaysons.com.au</a> Phone: +61 8 8235 7845
Clerkship Dates	Successful clerkship candidates will be offered a part-time fixed term contract (3 days per week) for 12 months, running July to July.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: 2 March 2018 Applications close: 27 April 2018
Application Process	<ul style="list-style-type: none"> <li><input type="checkbox"/> Online application including a cover letter, resume and academic transcript and questionnaire</li> <li><input type="checkbox"/> First round interviews</li> <li><input type="checkbox"/> Second round interviews</li> </ul>

Background information	<p>Fisher Jeffries is a specialist commercial law firm. Based in Adelaide, we act for Australian and International clients including large corporations, financial institutions, small businesses, Federal and State Government agencies and not-for-profit organisations across a broad range of areas.</p> <p>Established in 1885, we have a long-standing reputation for attracting professionals who are recognised as leaders in their field and have a reputation for technical excellence and commercial pragmatism.</p> <p>Fisher Jeffries is a member of the Gadens Lawyers National Practice, offering our clients a national solution. We have a proven track record of responsive and efficient matter management utilising technology platforms to deliver strong budgeting and holistic services to our institutional clients.</p>
Practice Areas	<p>Key practice areas include: Banking and Finance; Competition, Consumer &amp; Trade Law; Corporate Governance &amp; Advisory; Corporate Risk &amp; Insurance; Employment &amp; Safety; Insolvency &amp; Corporate Reconstruction; Intellectual Property; Litigation &amp; Dispute Resolution; Planning &amp; Environment; Mergers &amp; Acquisitions; Privacy &amp; Media; Property; Aged Care &amp; Retirement Villages; Agribusiness; Arts &amp; Entertainment; Financial Services; Building &amp; Construction; Government Business; Higher Education; Manufacturing &amp; Engineering; Private Clients; Property Development &amp; Hospitality; Technology; Transport &amp; Logistics;</p>
Key Values	<p>Key values include being:</p> <ul style="list-style-type: none"> <li>• Pragmatic and effective advice of highest quality</li> <li>• Creative solutions to clients' commercial goals</li> <li>• Flexible approach and determined by strategy that best suits clients' needs</li> </ul>
What they look for	<p>Previous applications have asked for applicants reasons for applying, career goals, IT skills and areas of interest.</p>
Office Locations	Adelaide
Website	<a href="http://www.fisherjeffries.com.au/">http://www.fisherjeffries.com.au/</a>
	Adelaide
Office Location	Level 1/19 Gouger Street, Adelaide SA 5000
Contact	Email: <a href="mailto:fj@fisherjeffries.com.au">fj@fisherjeffries.com.au</a> Phone: + 61 8 8233 0600
Clerkship Dates	The Adelaide office offers three clerkships in November/December 2018 (4 weeks), January/February 2019 (4 weeks) and June/July 2019 (3 weeks)
Eligibility	All students considered, but penultimate and final year students preferred.
Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application including cover letter, resume and academic transcript.</li> <li>• Interviews.</li> </ul>

Background information	Gilbert + Tobin (known as G+T) is a leading independent law firm with offices in Sydney, Melbourne and Perth.
Practice Areas	Banking and infrastructure; corporate advisory – funds, mergers and acquisitions, private equity, capital markets, tax and stamp duty; communications and technology; competition and regulation; energy and resources; intellectual property; media; litigation and dispute resolution; and real estate and projects.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Egalitarianism;</li> <li>• Open-minded meritocracy; and</li> <li>• Commitment to growth and development</li> </ul>
What they look for	Ambitious, talented students who are interested in continuous improvement and innovation.
Office Locations	Sydney, Melbourne and Perth.
Website	<a href="https://www.gtlaw.com.au/">https://www.gtlaw.com.au/</a>
Melbourne	
Office Address	101 Collins St, Melbourne VIC 3000
Contact	Sarah Crinnigan (People Team) Email: <a href="mailto:scrinnigan@gtlaw.com.au">scrinnigan@gtlaw.com.au</a>
Clerkship Dates	The Melbourne office offers four week placements in November-December 2018, January-February 2019 and June-July 2019.
Eligibility	Our preference is given to penultimate year law students.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Application through cvmail, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• First round interview.</li> <li>• Cocktail evening.</li> </ul>

Sydney	
Office Address	International Towers, Tower 2/200 Barangaroo Avenue, Sydney NSW 2000
Contact	Kristie Barton Email: <a href="mailto:clerkships@gtlaw.com.au">clerkships@gtlaw.com.au</a>
Clerkship Dates	The Sydney office offers a ten week placement from December 2018 – February 2019, where clerks rotate through two practice areas.
Eligibility	Preference is given to penultimate year students. Final year students who did not undertake a clerkship due to exceptional circumstances (e.g. overseas exchange) can apply and will be considered on a case by case basis.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	Apply online. Successful applicants will be asked to complete ability testing and tailored application questions. First round interviews take place during 'Super Saturday' alongside a written exercise, group activity, morning tea and office tour. Second round interviews take place with a partner from your area of interest, with the opportunity to meet with a representative of the People Team and coffee with a buddy. The process concludes with our pre-offer cocktail party.

## HWL EBSWORTH

Background information	HWL Ebsworth Lawyers is a full service national commercial law-firm with an office located in every Australian State and Territory. HWL Ebsworth is Australia's largest legal partnership by Partner numbers and one of Australia's fastest growing firms. They have been rapidly expanding in Australia over the past few decades and have merged with several leading law firms (most recently TressCox Lawyers in 2018).
Practice Areas	HWL Ebsworth has a wide range of practice areas including: <ul style="list-style-type: none"> <li>• Banking &amp; Finance</li> <li>• Commercial</li> <li>• Construction &amp; Infrastructure</li> <li>• Insurance</li> <li>• Health</li> <li>• Litigation</li> <li>• Planning, Environment &amp; Government</li> <li>• Property</li> <li>• Transport</li> <li>• Workplace Relations &amp; Safety</li> </ul>
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Offering exceptional quality legal advice</li> <li>• Delivering value for money to clients</li> <li>• Rewarding talent based solely on merit</li> <li>• Lower ratio of solicitors to partners, to maximise career development</li> </ul>

What they look for	HWL Ebsworth seek to attract high quality lawyers and support them with the best training, knowledge management resources and IT systems. HWL Ebsworth are looking for well-rounded applicants for their Clerkship and Law Graduate Programs who espouse to their firm values and are committed to a long-term career with the firm.
Office Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Norwest, Perth, Sydney
Website	<a href="http://hwlebsworth.com.au/">http://hwlebsworth.com.au/</a>
Adelaide	
Office Location	Level 21, Westpac House 91 King William Street Adelaide SA 5000
Contact	Email: <a href="mailto:Adelaide.Applications@hwle.com.au">Adelaide.Applications@hwle.com.au</a>
Clerkship Dates	The Adelaide office offers two clerkships, each four weeks in duration. These will fall in November/December 2018 and January/February 2019.
Eligibility	Students in their final year of study.
Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application, including resume, cover letter, academic transcript and short answer questions</li> <li>• Information &amp; Assessment Centre consisting of individual and group activities</li> <li>• Panel interview with a Partner, Senior Solicitor and HR</li> </ul>
Melbourne	
Office Location	Level 26, 530 Collins Street Melbourne VIC 3000
Contact	Email: <a href="mailto:clerkapplications@hwle.com.au">clerkapplications@hwle.com.au</a>
Clerkship Dates	The Melbourne office offers two clerkships of three weeks. These will in November/December 2018, and June/July 2019.
Eligibility	Students in their final year of study.
Application Dates	Applications Open: Monday 9 July 2018 Applications Close: Sunday 12 August 2018
Application Process	<ul style="list-style-type: none"> <li>• Online application, including resume, cover letter, academic transcript and short answer questions</li> <li>• Information &amp; Assessment Centre consisting of individual and group activities</li> <li>• Panel interviews with a Partner, Senior Solicitor and HR</li> </ul>
Sydney	
Office Location	Level 14, Australia Square 264-278 George Street Sydney NSW 2000
Contact	Email: <a href="mailto:NSW.clerkships@hwle.com.au">NSW.clerkships@hwle.com.au</a>
Clerkship Dates	The Sydney office offers one, five-week placement from November to December 2018.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications Open: Monday 18 June Applications Close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application, including resume, cover letter, academic transcript and short answer questions</li> <li>• Information &amp; Assessment Centre consisting of individual and group activities</li> <li>• Panel interviews with a Partner, Senior Solicitor and HR</li> </ul>



## HALL & WILCOX LAWYERS

Background information	Hall & Wilcox are a pre-eminent independent law firm with more than 600 people, including 73 Partners. They advise national and multinational clients and have a depth and breadth of expertise across wide range of practice areas.
Practice Areas	Key practice areas include Banking & Finance, Corporate & Commercial, Workplace Relations, Insolvency, Mergers & Acquisitions, Migration, Taxation, Technology & Innovation, Dispute Resolution, Intellectual Property, Consumer Law, Employment and Workplace Relations.
Key Values	<p>Hall &amp; Wilcox's Hallmarks are how they articulate the behaviours consistent with their culture. Hall &amp; Wilcox's people refer to and live the Hallmarks every day. They are far more than the average set of values. They are an expression of how Hall &amp; Wilcox expect their people to go about their work and deliver Smarter Law. Our Hallmarks are:</p> <ul style="list-style-type: none"> <li>• Stay true - authentic to the core. Genuine, open and absolutely honest.</li> <li>• Be remarkable - striving always to excel. Deep knowledge delivering the highest quality solutions.</li> <li>• Evolve always - embracing disruption. Curious, imaginative and tech savvy, forever challenging the status quo.</li> <li>• Respect respect - great to be around. Decent people, inclusive and empathetic.</li> <li>• Better together - unleashing the potency of teamwork. Co-creating a rewarding future with each other, and with clients.</li> </ul>
What they look for	<p>Hall &amp; Wilcox value people from different backgrounds and with different experiences.</p> <p>Hall &amp; Wilcox highly value previous work experience (legal and/or non-legal), consistent and strong academic results, good communication and interpersonal skills, and varied outside interests.</p> <p>In addition, Hall &amp; Wilcox are interested in candidates with the following:</p> <ul style="list-style-type: none"> <li>• Business/commercial education and/or experience.</li> <li>• Experience, education or an interest in technology/innovation.</li> <li>• Project management training or experience.</li> <li>• Language skills</li> </ul>
Office Locations	Melbourne, Sydney, Newcastle, Canberra, Perth and Brisbane.
Website	<a href="http://www.hallandwilcox.com.au">www.hallandwilcox.com.au</a>
	Melbourne
Office Location	Level 11, Rialto South Tower 525 Collins St Melbourne VIC 3000
Contact	Lauren Parrant, People & Culture Advisor 03 9603 3669 <a href="mailto:Lauren.parrant@hallandwilcox.com.au">Lauren.parrant@hallandwilcox.com.au</a>
Clerkship Dates	Hall & Wilcox run two seasonal clerkships annually - winter and summer. The clerkships are 3 weeks in duration.
Eligibility	Penultimate and Final year students
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Applications will only be accepted via cvMail. An application form including a resume, cover letter and academic transcript.</li> <li>• Candidates will be de-identified when applications are considered.</li> <li>• Shortlisted candidates will be invited to a first round interview and will meet with representatives from Hall &amp; Wilcox, including a Partner, Lawyer and People &amp; Culture representative.</li> <li>• On completion of the first round interview, they invite all students who have taken the time to interview to attend an informative Q&amp;A evening.</li> </ul>

## HERBERT SMITH FREEHILLS

Background information	Herbert Smith Freehills (known as HSF) is a leading global law firm, based in Australia. Herbert Smith Freehills was formed in 2012 when leading Australian firm Freehills merged with prestigious United Kingdom firm, Herbert Smith.
Practice Areas	Herbert Smith Freehills is a full-service firm. Prominent practice areas include: Corporate, Competition, Regulation & Trade, Dispute Resolution, Finance, Real Estate & Projects, Alternative Legal Services.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Excellence;</li> <li>• Collaboration and inclusivity;</li> <li>• Commerciality and client-focused solutions.</li> </ul>
What they look for	Exceptional students from a wide variety of backgrounds who have a genuine interest in law, with skills such as academics, perception, confidence, empathy and an international mindset.
Office Locations	Herbert Smith Freehills has 27 offices around the world, including the Asia-Pacific, Europe, Middle East, Americas and Africa.
Website	<a href="https://www.herbertsmithfreehills.com/">https://www.herbertsmithfreehills.com/</a>
Melbourne	
Office Address	42/101 Collins St, Melbourne VIC 3000
Contact	Hong Le (Graduate Recruitment Consultant) Tel: +61 3 9288 1937 Email: <a href="mailto:graduates.melbourne@hsf.com">graduates.melbourne@hsf.com</a>
Clerkship Dates	The Melbourne office offers two four-week placements, with the summer clerkship being in December 2018 and the winter clerkship being in July 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• A application through the online portal, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• Online testing.</li> <li>• An interview.</li> <li>• A cocktail evening.</li> </ul>
Sydney	
Office Address	ANZ Tower 161 Castlereagh Street Sydney NSW 2000
Contact	James Keane (Graduate Recruitment Consultant) Tel: +61 2 9322 4313 Email: <a href="mailto:james.keane@hsf.com">james.keane@hsf.com</a>
Clerkship Dates	The Sydney office offers one ten-week program from December 2018 to February 2019. Clerks will have the opportunity to rotate through two practice areas.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• A application through the online portal, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• Online testing.</li> <li>• A first-round interview.</li> <li>• A second-round interview</li> <li>• Two cocktail evenings.</li> </ul>



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FREEHILLS



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AWARDS 2016

Background information	<p>Holding Redlich is a progressive national law firm with an open, caring and supportive culture.</p> <p>We value our people and the diverse personalities, talents, backgrounds and experience that they bring to the firm.</p> <p>We offer an environment of genuine professional support as well as providing stimulating, challenging legal work.</p> <p>We are very conscious of the importance of a healthy work-life balance, so we encourage and enable our lawyers to work smarter rather than harder.</p> <p>Holding Redlich also has a long tradition of contributing to the community through our extensive pro bono program.</p>		
Practice Areas	<p>Key practice areas include Corporate &amp; Commercial, Workplace Relations and Safety, Construction &amp; Infrastructure, Dispute Resolution &amp; Litigation, Planning &amp; Environment, Property &amp; Real Estate and Personal Injury (Melbourne only).</p>		
Key Values	<p>Key values include:</p> <ul style="list-style-type: none"> <li>• Trust and integrity</li> <li>• A commitment to excellence</li> <li>• A focus on business</li> <li>• A singular focus on clients</li> </ul>		
What they look for	<p>Key attributes include:</p> <ul style="list-style-type: none"> <li>• Strong academic results.</li> <li>• Well-developed interpersonal and communication skill.</li> <li>• A diversity of experience, including part-time or vacation work, and involvement in extra-curricular activities.</li> </ul>		
Office Locations	Melbourne, Sydney, Brisbane, Cairns		
Website	<a href="https://www.holdingredlich.com/">https://www.holdingredlich.com/</a>		
Office Location	<p>Melbourne Level 8 555 Bourke St, Melbourne VIC 3000</p>	<p>Sydney Level 65, MLC Centre 19 Martin Place Sydney NSW 2000</p>	<p>Brisbane Level 1, 300 Queen Street Brisbane QLD 4000</p>
Contact	<p>Zoe Discombe (Recruitment Manager) Email: <a href="mailto:zoe.discombe@holdingredlich.com">zoe.discombe@holdingredlich.com</a></p>		
Undergraduate Program	<p>Melbourne, Sydney and Brisbane all offer an Undergraduate Program. This runs for two years and offers students the opportunity to work in the Knowledge Centre as a Research Assistant as well as working as a Paralegal across a number of our Practice Groups</p>		
Eligibility	Students in their penultimate year of study.		
Application Dates	Please refer to our website for applications dates.		
Application Process	<ul style="list-style-type: none"> <li>• Online submission of cover letter, resume and academic transcript</li> <li>• First round interview with recruitment manager</li> <li>• Second round interview with lawyer/partner</li> </ul>		

Background information	Johnson Winter & Slattery (known as JWS) is a national commercial law firm with offices around Australia. Johnson Winter & Slattery is engaged by major Australian and international corporations as legal counsel on their business activities, disputes and challenging transactions throughout Australia and surrounding regions.
Practice Areas	Key practice areas include: Competition/Antitrust, Corporate, Corporate Governance, Debt Finance, Dispute Resolution, Employment, Energy and Resources, Funds Management, Intellectual Property & Intellectual Property, JWS Consulting, Media, Private Equity, Projects and Construction, Regulatory, Restructuring and Insolvency, Tax
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Commitment to clients and colleagues.</li> <li>• Integrity, accountability and high-performance.</li> <li>• A structure that facilitates hands-on development, including a low leverage model, no fixed internal silos and no time recording budgets.</li> </ul>
What they look for	JWS is looking for people who are enthusiastic about succeeding in a service driven environment, have excelled academically, who are committed to the continual development of their technical and commercial skills, who are excellent communicators, who will thrive in a collaborative environment and demonstrate a genuine interest in the commercial affairs of our clients and Australian commerce.
Office Locations	Adelaide, Melbourne, Sydney, Brisbane, Perth
Website	<a href="https://www.jws.com.au/en/">https://www.jws.com.au/en/</a>
Adelaide	
Office Location	Level 9, 211 Victoria Square, Adelaide SA 5000
Contact	Connie Herbert (Professional Development Advisor) Email: <a href="mailto:connie.herbert@jws.com.au">connie.herbert@jws.com.au</a> Tel: +61 2 8247 9655
Clerkship Dates	The Adelaide office offers two clerkships of four weeks. These will in November/December 2018 and January/February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter and academic transcript.</li> <li>• First round interviews.</li> <li>• Cocktail nights.</li> </ul>
Melbourne	
Office Location	Level 34, 55 Collins St, Melbourne VIC 3000
Contact	Connie Herbert (Professional Development Advisor) Email: <a href="mailto:connie.herbert@jws.com.au">connie.herbert@jws.com.au</a> Tel: +61 2 8247 9655
Clerkship Dates	The Melbourne office offers two clerkships of four weeks. These will in November/December 2018 and January/February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter and academic transcript.</li> <li>• First round interviews.</li> <li>• Cocktail nights.</li> </ul>

Background information	King & Wood Mallesons (known as KWM) is a leading, international law firm in Australia. King & Wood Mallesons formed in 2012 when leading Australian law firm, Mallesons Stephen Jaques, merged with the Chinese law firm King & Wood. The head office is in Hong Kong, making it the only global law firm based in Asia.
Practice Areas	King & Wood Mallesons is a full-service law firm. King & Wood Mallesons offer a number of market-leading practice teams including; Banking & Finance, Dispute Resolution, Mergers & Acquisitions, Projects & Real Estate and Taxation, amongst others.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Client centric</li> <li>• Dynamic and entrepreneurial</li> <li>• One team. One firm</li> <li>• Excellence and innovation</li> <li>• Stewardship</li> <li>• Global perspective</li> </ul>
What they look for	<p>KWM recruits high achieving, client centric, learning agile people with an international perspective, understanding that technical excellence is only one success factor.</p> <p>KWM value a range of skills in their employees and recognise that a diversity of strengths leads to best results. They are looking for people who have an intellectual curiosity and are intrinsically motivated. Excellent marks are not necessarily a predictor of career success.</p> <ul style="list-style-type: none"> <li>• Are you empathetic? Can you stand in the shoes of our client and experience the problem from their perspective?</li> <li>• Is it more important to you to admire the problem or are you most interested in providing a practical, efficient and commercially sound solution?</li> <li>• Are you traditional and risk averse or are you excited by a changing and fluid work environment?</li> <li>• When you think about your career are you only focused on Australia, or do you appreciate that Australia's closest neighbours are the new power houses of the global economy?</li> </ul>
Office Locations	King & Wood Mallesons have offices in 27 locations around the world including the Asia-Pacific and Europe.
Website	<a href="http://www.kwm.com/en">http://www.kwm.com/en</a>
	Melbourne
Office Address	Level 50, Bourke Place, 600 Bourke Street, Melbourne VIC 3000
Contact	Alana Arfi (Graduate Resourcing Consultant, Melbourne) Email: <a href="mailto:alana.arfi@au.kwm.com">alana.arfi@au.kwm.com</a> Tel: +61 3 9643 5466
Clerkship Dates	The Melbourne office offers three four-week placements in November-December 2018, January-February 2019 and June-July 2019.
Eligibility	Penultimate and final year law students.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including CV, cover letter, academic transcript and short answer questions</li> <li>• Online testing</li> <li>• One interview</li> <li>• Cocktail night</li> </ul>

Sydney	
Office Address	Level 61, Governor Phillip Tower, 1 Farrer Place, Sydney NSW 2000
Contact	Kellie Mildred (People & Development Advisor for Graduates, Sydney) Email: <a href="mailto:kellie.mildred@au.kwm.com">kellie.mildred@au.kwm.com</a> Tel: +61 2 9296 3592
Clerkship Dates	The Sydney office offers a placement from late November/December 2018 – February 2019. Clerks will rotate through two different practice areas.
Eligibility	Students in their penultimate year of study, but may consider students in their final year.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including academic transcript and short answer questions</li> <li>• Online testing</li> <li>• First round interview</li> <li>• Second round interview</li> <li>• Cocktail night</li> </ul>

## KAIN LAWYERS

Background information	Kain Lawyers is an innovative legal consultancy company specialising in complex transactions, disputes and advice. We exist to create opportunities for our clients, our team and the community. We deliver agreed outcomes, on time and on budget with minimal disruption to our clients.
Practice Areas	Key practice areas include: Mergers & Acquisitions, Equity Capital Markets, Corporate Finance, Funds Management, Corporate Governance, Disputes Resolution, Property, Business Agreements, Competition & Consumer Law, Succession Planning and Environmental Regulation.
Key Values	ICARE governs everything that we do; Integrity, Care, Accountability, Respect and Excellence
What they look for	At Kain Lawyers we know that everyone is unique and brings different skills and perspectives to our team. We are proud of the culture that we have developed and excitedly welcome all newcomers with similar cultural alignment.
Office Locations	Adelaide & Sydney
Website	<a href="http://www.kainlawyers.com.au/">http://www.kainlawyers.com.au/</a>
Adelaide	
Office Location	315 Wakefield St, Adelaide SA 5000
Contact	Jodie Slaughter Tel: 08 7220 0906 E: <a href="mailto:Jodie.Slaughter@kainlawyers.com.au">Jodie.Slaughter@kainlawyers.com.au</a>
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter and academic transcript.</li> <li>• First round interviews.</li> <li>• Second round interviews.</li> <li>• Cocktail night.</li> </ul>
Sydney	
Office Location	Level 24, Three International Towers, 300 Barangaroo Avenue, Sydney NSW 2000
Eligibility	Students in their penultimate year of study. For mid-year entry, students in their final year of study.

Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application including resume, cover letter and academic transcript.</li> <li>• First round interviews.</li> <li>• Second round interviews.</li> <li>• Cocktail night.</li> </ul>

## LANDER & ROGERS

Background information	Lander & Rogers is a leading independent Australian law firm operating nationally from Melbourne, Sydney and Brisbane. They advise many publicly listed and private Australian companies, subsidiaries of global companies all level of government. The firm has a focus on the areas of government, insurance and finance, real estate, retail and supply chain.
Practice Areas	Corporate, Commercial Disputes, Compensation Law, Family & Relationship Law, Insurance Law & Litigation, Real Estate & Projects and Workplace Relations & Safety.
Key Values	<p>Key values include:</p> <ul style="list-style-type: none"> <li>• Sustained excellent and exceptional client services.</li> <li>• A down-to-earth and supportive workplace culture.</li> <li>• Giving back to the community.</li> </ul>
What they look for	<p>Lander &amp; Rogers look for candidates who:</p> <ul style="list-style-type: none"> <li>• Are passionate about a career in law.</li> <li>• Have interests and hobbies outside the law.</li> <li>• Have a genuine interest in working at Lander &amp; Rogers.</li> </ul>
Office Locations	Brisbane, Melbourne and Sydney
Website	<a href="https://www.landars.com.au/">https://www.landars.com.au/</a>
	Melbourne
Office Location	Level 12 Bourke Place 600 Bourke Street Melbourne VIC 3000
Contact	Francesca Conquest (Recruitment Manager) Email: <a href="mailto:fconquest@landars.com.au">fconquest@landars.com.au</a>
Clerkship Dates	The Melbourne office offers three clerkships of three to four weeks. These will be in November/December 2018, January/February 2019 and June/July 2019.
Eligibility	The firm's preference is to provide opportunities to penultimate year students however they do give consideration to final year applicants.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including a resume, academic transcript and cover letter.</li> <li>• First round interviews</li> </ul>

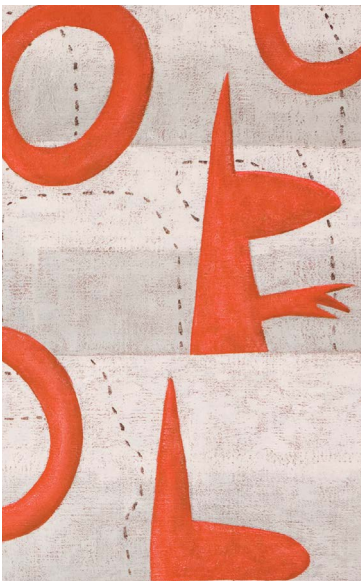


Background information	<p>Lipman Karas is an international investigative legal practice, with a focus on complex disputes.</p> <p>Established in 2004 by Skip Lipman and Jason Karas, Lipman Karas has a unique combination of expertise and resources.</p> <p>The firm has a strong track record of delivering outstanding outcomes for its clients. Our team consists of highly experienced specialist lawyers who are renowned strategists and creative problem solvers. We are known for our tenacity, commitment and commerciality, as well as our enduring passion for our profession.</p> <p>The majority of the firm’s projects involve actions in multiple jurisdictions, including Asia, the UK, Continental Europe, the US, the Middle East, all the major offshore jurisdictions, and throughout Australia.</p>
Practice Areas	Lipman Karas concentrates on: Difficult and sensitive commercial litigation; Commercial arbitration; Insolvency and asset recovery, including complex cross-border disputes; Audit and other professional negligence; Independent corporate and regulatory investigations and commissions; and Dispute avoidance, risk minimisation and governance advice.
Key Values	The firm is dedicated to achieving extraordinary outcomes for clients through the single-minded pursuit of their interests and by striving for excellence in everything we do.
What they look for	LK looks for candidates who have academic accomplishment, who are analytical, curious and resourceful, energetic and disciplined, adaptable and team-orientated.
Office Locations	Adelaide, Hong Kong, London
Website	<a href="https://www.lipmankaras.com/">https://www.lipmankaras.com/</a>
Adelaide	
Office Location	25 Grenfell Street Adelaide SA 5000
Contact	Lorraine Wohling Email: <a href="mailto:lwohling@lipmankaras.com">lwohling@lipmankaras.com</a>
Clerkship Dates	Three clerkships of four weeks will be offered in June/July 2018, November/December 2018 and January/February 2018.
Eligibility	Students in their pre-penultimate, penultimate or final year of study.
Application Dates	Applications open in early March Applications close: Mid-April each year – details are available on the LK website Applications will also be considered outside of these key dates
Application Process	<ul style="list-style-type: none"> <li>• Online application via email including cover letter, resume and academic transcript</li> <li>• One round of interviews</li> </ul>



# LIPMAN KARAS

A SPECIALIST LEGAL PRACTICE



## Local Presence

Lipman Karas is a specialist legal practice representing corporate, government and private clients.

With offices in Adelaide, Hong Kong and London, our team has an exceptional track record of consistently outstanding results in some of the most challenging, complex and high profile commercial litigation in the Asia Pacific region and internationally.

## Global Opportunities

A career at Lipman Karas provides opportunities and experiences that are unrivalled in South Australia.

Lipman Karas offers lawyers commencing their careers with a chance to work with recognised leaders in their field on litigation projects, investigations and inquiries that are unique in both magnitude, complexity and geographic reach.

Clerkship applications are accepted from law students in their penultimate or final year of law.



**Best International Firm for Work Life Balance**  
2014, 2015, 2016, 2017

**Best Gender Diversity Initiative by an International Firm**  
2017

**AUSTRALIA · HONG KONG · LONDON**  
**LIPMANKARAS.COM**

## MAURICE BLACKBURN

Background information	Maurice Blackburn is a national legal firm practising in the areas of personal and general legal services, class actions, and social justice. With 46 partners and over 1100 employees nationally, we employ some of Australia's strongest, most respected and knowledgeable legal professionals.
Practice Areas	Key practice areas include Injury Law (Asbestos Diseases, Aviation Law, ComCare, Medical Negligence, Public Liability, Work related injuries and Road related injuries), Class Actions, Superannuation & Insurance, Wills & Estates, Employment Law and Social Justice.
Key Values	<p>Maurice Blackburn Lawyers was founded in 1919 on a set of unwavering beliefs that the law should serve everyone, not just those who can afford it. We are Australia's leading social justice law firm and practise in the areas of personal injuries and general legal services, class actions and social justice. Key values include Justice, Fairness, Compassion and Tenacity.</p> <p>Over the last 100 years, we have worked on cases of social significance. These include the 40 hour working week, equal pay for women, Black Saturday bushfires class action, Muckatj station case against the Federal Government and the breast cancer gene patent case.</p>
What they look for	Candidates should demonstrate a passion for righting wrongs, an interest in the specialised practice areas and shared values.
Office Locations	31 offices across Victoria, New South Wales, Queensland, Northern Territory, Canberra, Adelaide and Western Australia.
Website	<a href="https://www.mauriceblackburn.com.au/">https://www.mauriceblackburn.com.au/</a>
	Melbourne
Office Location	21/380 La Trobe St, Melbourne VIC 3000
Contact	Laura Freeman, National Graduate and L&D Programs Consultant
Clerkship Dates	<p>The Victorian Seasonal Clerk Program offers two clerkship periods, consisting of a two day Induction Program and a three week placement in one of Victorian offices and practice teams. Particularly we will be placing Seasonal Clerks in our suburban and regional offices.</p> <p>Our Clerkship Programs are for the following periods:            Summer 2018: 22 November – 14 December            Winter 2019: 20 June – 12 July</p>
Eligibility	Students in their penultimate year of study.
Application Dates	<p>Applications open: 9.00am AEST Monday 9 July            Applications close: 11.59pm AEST Sunday 12 August            Offers made: Thursday 18 October</p>
Application Process	<ul style="list-style-type: none"> <li>• Online application including application form, cover letter, resume and academic transcript</li> <li>• First round interviews</li> </ul>

Background information	MinterEllison is a leading Australian firm, with offices in five countries and 15 cities.
Practice Areas	<p>MinterEllison is a full-service law firm. Our four lines of business include:</p> <ul style="list-style-type: none"> <li>• Capital Markets &amp; Corporate</li> <li>• Risk, Regulatory, Insurance &amp; Controversy (includes Dispute Resolution/Litigation, Insurance &amp; Risk, Regulatory; Competition; Intellectual Property; Technology; and Insolvency/Restructuring)</li> <li>• Infrastructure, Construction &amp; Property (Projects, Infrastructure, land acquisitions, urban development and leasing, planning and environmental matters)</li> <li>• Consulting Solutions (includes HRIR, and tax, and broader consulting services)</li> </ul>
Key Values	<p>Key values include:</p> <ul style="list-style-type: none"> <li>• commerciality;</li> <li>• creativity;</li> <li>• a focus on client relationships.</li> </ul>
What they look for	High-performing students who are interested in building relationships, finding client-focused solutions and performing as part of a team.
Office Locations	MinterEllison has offices around the globe, including in the Asia-Pacific, Europe, the Middle East, the Americas and Africa.
Website	<a href="https://www.minterellison.com/">https://www.minterellison.com/</a>
Adelaide	
Office Address	10/25 Grenfell St, Adelaide SA 5000
Contact	Vanda Mutton (Senior HR Advisor) Email: <a href="mailto:vanda.mutton@minterellison.com">vanda.mutton@minterellison.com</a> Tel: +61 8 8233 5682
Clerkship Dates	The Adelaide office offers an eight-week clerkship in November 2018 – February 2019. Clerks will rotate through two different practice groups.
Eligibility	Students in their penultimate year of study, but may consider students in their final year.
Application Dates	Applications open: Monday 2 July Applications close: Monday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• An online application including a cover letter, resume, academic transcript and short answer questions;</li> <li>• A first round interview; and</li> <li>• A second round interview.</li> </ul>
Melbourne	
Office Address	Level 23, Rialto Towers 525 Collins Street, Melbourne VIC 3000
Contact	Katherine Wood (Graduate Resourcing Consultant) Email: <a href="mailto:katherine.wood@minterellison.com">katherine.wood@minterellison.com</a> Tel: +61 3 8608 2699
Clerkship Dates	The Melbourne office offers three four-week placements in November-December 2018, January-February 2019 and June-July 2019.
Eligibility	Students in their penultimate year of study, but may consider students in their final year.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October

Application Process	<ul style="list-style-type: none"> <li>• An online application, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• Online testing.</li> <li>• First round interviews.</li> <li>• Cocktail night.</li> </ul>
Sydney	
Office Address	Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000
Contact	Anna Jackson (Graduate Resourcing Advisor) Email: <a href="mailto:anna.jackson@minterellison.com">anna.jackson@minterellison.com</a> Tel: +61 2 9921 4880
Clerkship Dates	The Sydney office offers a placement from late November/December 2018 – February 2019. Clerks will rotate through two different practice areas.
Eligibility	Students in their penultimate year of study, but may consider students in their final year.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• An online application, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• Online testing.</li> <li>• First round interviews.</li> <li>• Second round interviews.</li> <li>• Cocktail night.</li> </ul>

## NORMAN WATERHOUSE LAWYERS

Background Information	Norman Waterhouse Lawyers is a South Australian firm with –nearly 100 years of experience. The firm’s practitioners are experienced in representing a wide range of public and private clients in both a national and international context, providing high quality legal advice that exceed client expectations.
Practice Areas	Key practice areas include: Environment and Planning; Corporate and Commercial; Property, Infrastructure and Development; Dispute Resolution and Insolvency; Employment and Industrial Relations; Local Government Governance and Regulatory Services; Family Law; and Native Title, Resources and Associated Land Access.
Key Values	The partnership is built on values of excellence, integrity and trust. Its people form a cohesive, creative team, and provide timely and effective advice, while remaining sensitive to the commercial realities of the marketplace.
What do they look for	Norman Waterhouse seeks students who not only excel academically, but aspire to be the best they can be and have the attributes in keeping with –the firm’s Core Values. They consider driven, engaged, well-rounded individuals who are committed to embracing new challenges and experiences.
Office Locations	Adelaide
Website	<a href="http://www.normans.com.au/">http://www.normans.com.au/</a>
Adelaide	
Office Location	Level 15, 45 Pirie Street Adelaide SA 5000
Contact	Ingrid Schwarz, People & Culture Manager Contact: 8210 1243
Clerkship Dates	Norman Waterhouse Lawyers offer 4 week Summer Clerkship Programs at the end of the calendar year (Dates to be confirmed)
Eligibility	Penultimate and final year law students.
Application Dates	Applications open: Monday 2 July 2018 Applications close: Monday COB 23 July 2018
Application Process	Apply online via the website and complete the online application form. You should include a cover letter, CV and academic transcript. Also, include in your cover letter your top three preferences of areas of practice.



# MinterEllison

**Your growth is  
our growth.  
Your success is  
our success.**

Our lawyers become innovative thinkers, strategists, and tacticians. As one of our lawyers, you'll be part of an elite team.

## 2018/2019 clerkships

Our clerkship program offers penultimate and final year law students critical and meaningful work experience, structured by a comprehensive induction program and learning on the job to build both technical skills and commercial knowhow.

Many of our summer clerks are offered graduate positions within the firm, or, if they have not yet graduated, are retained on a part-time basis while they complete their studies.

## Candidate attributes

When considering clerks we look for people who:

- have a passion for excellence
- want to be part of a high performing, inclusive team
- are able to think outside the box and embrace new ideas
- enjoy working collaboratively and building meaningful relationships.

## Summer clerkship applications

Applications are via our website through an online portal. MinterEllison participates in the South Australian Law Students' Council Uniform Clerkship Scheme, which prescribes the following dates:

<b>Applications open:</b>	Monday 2 July 2018 at 9.00am
<b>Applications close:</b>	Monday 23 July 2018 at 5.00pm
<b>Interviews from:</b>	Monday 30 July 2018
<b>Offers made:</b>	Monday 27 August 2018 from 9.00am

To find out more about our clerkships and how to apply visit [graduates.minterellison.com](http://graduates.minterellison.com)

Background information	Norton Rose Fulbright (known as NRF) is one of the largest international legal practices in Australia, and offers a full range of legal services with lawyers in offices in Brisbane, Canberra, Melbourne, Perth and Sydney. Norton Rose Fulbright has recently merged with Henry Davis York to expand their presence in the Australian legal market.
Practice Areas	Key practice areas include: Antitrust & Competition, Banking & Finance, Bankruptcy, Financial Restructuring & Insolvency, Capital Markets, Climate Change, Construction & Engineering, Corporate, M&A & Securities, Dispute Resolution & Litigation, Employment & Labour, Environment & Planning, Funds & Financial services, Insurance, Intellectual Property, Real Estate, Regulation & Investigations, Risk Advisory, Tax and Tourism & Hospitality
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Quality, unity and integrity.</li> <li>• Providing the highest possible standard of legal service.</li> </ul>
What they look for	Candidates who have: <ul style="list-style-type: none"> <li>• An international mindset.</li> <li>• Commercial awareness.</li> <li>• Open mindedness and curiosity.</li> </ul>
Office Locations	Norton Rose Fulbright has over 60 offices in the Asia Pacific, Africa, Middle East, Central Asia, Latin America, United States and Europe.
Website	<a href="http://www.nortonrosefulbright.com/au/">http://www.nortonrosefulbright.com/au/</a>
Melbourne	
Office Location	Level 15, RACV Tower, 485 Bourke Street Melbourne VIC 3000
Contact	Gabby Sujevich, HR Coordinator <a href="mailto:gabby.sujevich@nortonrosefulbright.com">gabby.sujevich@nortonrosefulbright.com</a> +61 3 8686 6085
Clerkship Dates	The Melbourne office offers a summer clerkship of four weeks, held from 26 November 2018 to 21 December 2018
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Submit an application online, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• First round interviews.</li> <li>• Second round interviews</li> </ul>
Sydney	
Office Location	Level 18, Grosvenor Place 225 George Street Sydney NSW 2000
Contact	Milly Waters <a href="mailto:milly.waters@nortonrosefulbright.com">milly.waters@nortonrosefulbright.com</a> +61 2 9330 8478
Clerkship Dates	The Sydney office offers one, ten-week placement from November 2018 to February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Submit an application online, including a cover letter, resume, academic transcript and short answer questions.</li> <li>• First round interviews.</li> <li>• Second round interviews.</li> </ul>

## PIPER ALDERMAN

Background information	Piper Alderman is a commercial law firm with offices in Sydney, Melbourne, Brisbane and Adelaide. Piper Alderman has over 60 partners and over 300 staff in total, and act for clients throughout all Australian states and overseas.
Practice Areas	Piper Alderman is a full-service law firm. Areas of expertise include: Corporate & Commercial, Competition & Consumer, Banking & Financial Services, Taxation & Superannuation, Insolvency, Turnaround & Recoveries, Dispute Resolution & Litigation.
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Working with clients to understand their businesses.</li> <li>• Creating innovative legal solutions.</li> </ul>
What they look for	Piper Alderman look for candidates who value: <ul style="list-style-type: none"> <li>• Collaboration and collegiality.</li> <li>• Dedication and commitment.</li> <li>• Respect for others.</li> <li>• Forward thinking and innovation.</li> </ul>
Office Locations	Adelaide, Brisbane, Melbourne Bourke Street, Melbourne Collins Street, Sydney
Website	<a href="https://www.piperalderman.com.au/">https://www.piperalderman.com.au/</a>
	Adelaide
Contact	Emily Mortimer (HR Manager) Email: <a href="mailto:emortimer@piperalderman.com.au">emortimer@piperalderman.com.au</a>
Clerkship Dates	Piper Alderman offer a two year program until graduation, with clerks working 2-3 days per week.
Eligibility	Students in their penultimate year of study.
Application Dates	Piper Alderman accepts applications for clerkships on an as-needed basis.
Application Process	<ul style="list-style-type: none"> <li>• Online application including academic transcript, resume and cover letter.</li> <li>• First round interviews.</li> </ul>

## THOMSON GEER

Background information	Thomson Geer is a large Australian corporate law firm, with around 500 people, including 98 Partners operating out of our offices in Sydney, Melbourne, Brisbane and Adelaide. Thomson Geer work with many ASX Top 200 and major global foreign corporations.
Practice Areas	Thomson Geer is a full-service firm. Key practice areas include: Banking & Finance, Construction & Infrastructure, Employment, Property, Technology, Tax, Dispute Resolution & Litigation, Corporate & Advisory, Environment & Planning, Mergers & Acquisitions, Intellectual Property, Restructuring & Insolvency, Superannuation & Wealth Management
Key Values	Key values include: <ul style="list-style-type: none"> <li>• Maintaining a flexible, friendly, personable, collegiate and professionally stimulating.</li> <li>• Transparent and authentic communication.</li> <li>• Respect and accountability.</li> </ul>
What they look for	Candidates who are: <ul style="list-style-type: none"> <li>• Excellent academically.</li> <li>• Client-focused, commercially minded.</li> <li>• Work well in a team environment.</li> <li>• Preferably with an additional technical degree.</li> </ul>
Office Locations	Sydney, Melbourne, Brisbane, Adelaide
Website	<a href="https://www.tglaw.com.au/">https://www.tglaw.com.au/</a>



Adelaide	
Office Location	Level 7, 19 Gouger Street Adelaide, SA 5000
Clerkship Dates	The Adelaide office offers three clerkships of four weeks. These will in November/December 2018, January/February 2019 and June/July 2019.
Eligibility	All students considered, but penultimate and final year students preferred.
Application Dates	Applications open: Monday 2 July Applications close: Sunday 23 July Offers made: Monday 27 August
Application Process	<ul style="list-style-type: none"> <li>• Online application including cover letter, resume and academic transcript.</li> <li>• Video-interviews.</li> <li>• Cocktail night.</li> </ul>
Melbourne	
Office Location	Level 39, Rialto South Tower 525 Collins Street Melbourne, VIC 3000
Clerkship Dates	The Melbourne office offers three clerkships of three to four weeks. These will in November/December 2018, January/February 2019 and June/July 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 9 July Applications close: Sunday 12 August Offers made: Thursday 18 October
Application Process	<ul style="list-style-type: none"> <li>• Online application including cover letter, resume and academic transcript.</li> <li>• Video-interviews.</li> <li>• Cocktail night.</li> </ul>
Sydney	
Office Location	Level 25, 1 O'Connell Street Sydney, NSW 2000
Clerkship Dates	The Sydney office offers one, ten-week placement from November 2018 to February 2019.
Eligibility	Students in their penultimate year of study.
Application Dates	Applications open: Monday 18 June Applications close: Sunday 15 July Offers made: Wednesday 26 September
Application Process	<ul style="list-style-type: none"> <li>• Online application including cover letter, resume and academic transcript.</li> <li>• Video-interviews.</li> <li>• Cocktail night.</li> </ul>

## YOU MAY ALSO LIKE TO CONSIDER...

Firm	May run clerkships in...
Linklaters	London, Hong Kong
Dentons	Sydney
Wallmans	Adelaide
PWC Legal	Melbourne, Sydney
Russell Kennedy	Melbourne
Lander & Rogers	Melbourne
Bird & Bird	Sydney
Maddocks	Melbourne, Sydney
Mills Oakley	Sydney
K&L Gates	Melbourne, Sydney
Jones Day	Sydney
Clyde & Co	Sydney
Office of the Director of Public Prosecution	Adelaide
Crown Solicitor's Office	Adelaide

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www.tglaw.com.au

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LAWYERS

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Domestic & Cross Border



**ARRIVE...**

# A LARGE AUSTRALIAN CORPORATE LAW FIRM

 Sydney  
Melbourne  
Brisbane  
Adelaide

## WHY CHOOSE US?

We know you're not just a student on work experience. We want to give you a realistic introduction to the legal profession.

How does this happen? From day one, you'll be an active member of the team, working directly with experienced practitioners. We also want you to enjoy your time with us – there are lots of social events you can join – and what better way for you to get to know your colleagues?

## DEVELOPING YOUR SKILLS TO SET YOU UP FOR A BRIGHT FUTURE

We will dedicate time to your development as an up and coming lawyer in our team: an investment in you is an investment in our future, and the future of our valued clients.

You will find that our partners and staff are approachable and happy to share their knowledge and experience with you. We encourage our clerks, graduates and trainees to get as much exposure to different practice areas and ways of working as they can – this is a reflection of how we work as a wider organisation; a fully integrated, cohesive, national team.

## OUR CLERKSHIP & GRADUATE PROGRAM

We are looking for law students who have excelled academically, are client focused, commercially minded, and work well in a team environment. We are especially keen to talk to students who have an additional technical degree!

Our structured four week program helps clerks learn through a combination of hands-on experience, training, coaching and observation.

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## APPLICATIONS

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