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THE INS AND OUTS
EVERYTHING YOU NEED TO KNOW ABOUT US
A WARM WELCOME

We talk to our three graduate recruitment partners about what life at Herbert Smith Freehills is really like.

Could you briefly describe your role at Herbert Smith Freehills?

Mark: I’m a partner in our corporate division. I deal with a mixture of public and private mergers and acquisitions.

Rupert: I’m a dispute resolution partner specialising in banking litigation. As well as a graduate recruitment partner, of course.

Veronica: As well as taking care of graduate recruitment, I’m a competition partner, specialising in UK and EU competition law. I joined Herbert Smith Freehills as a trainee after studying European Law at Warwick University.

What makes Herbert Smith Freehills different to other law firms?

Veronica: Probably the fact that we work in genuine teams. Even when we’re working across countries there’s always a real sense of camaraderie and everyone knows that the work they’re doing is valued.

Mark: I’d say the culture of the place. We’re very open, very friendly and we give you a lot of freedom to choose your own development path and shape your own career. Our strength in depth across a whole variety of different fields means you can discover what you’re passionate about and specialise in it.

Rupert: We rate individuality and diversity extremely highly. We’re not looking for clones – we’re looking for people with real strength of character and the ambition to achieve.

What excites you about coming to work?

Veronica: That I never quite know what my day is going to be like! Even if I’ve got an idea of what I want to achieve, by the end of the day I’ll have ended up dealing with a new challenge, or even a new case. My area of law is constantly changing and it’s really fun when something totally new comes across my desk.

Mark: I love working on big, high-profile transactions. It’s very exciting to see the relevance of the work you’re doing in the newspapers or on the 10 o’clock news.

Rupert: That’s easy. It’s the people and the work. The people are clever, energetic, ambitious, creative and diverse and the quality of the work is second to none. The kind of disputes I deal with on a day-to-day basis are the sort of disputes most solicitors would count themselves lucky to be involved with once or twice in their career.

What’s the most exciting thing the firm has worked on in the last year?

Rupert: I was fortunate enough to represent Bernie Ecclestone in the defence of a large civil claim in the English High Court and to support his defence of criminal proceedings in Germany arising out of the sale of shares in Formula 1. It was a complex, high-profile and challenging matter – the kind of case any litigator would relish.
Veronica: The acquisition of O2 by Three. It genuinely involved every area of the firm, including our offices in Madrid and Hong Kong. My team is dealing with the competition aspects of the transaction.

Mark: Sky selling SkyBET to the private equity fund CVC – it involved an innovative and complex combination and structure, which was challenging and exciting, as well as very topical given all the recent changes in the gaming industry.

What made you choose Herbert Smith Freehills?
Veronica: The interview process was really two-way. The partners were interested in what I could bring to the firm and I was interested in how I could contribute.

Mark: I particularly liked the people who were interviewing me – both are still partners at the firm. I’ve made lifelong friends here over the last 15 years and I expect to continue to do so.

Rupert: The people who interviewed me were smart, funny and self-effacing – it was a winning combination.

Why should graduates choose Herbert Smith Freehills?
Veronica: As well as a really excellent training programme, we give graduates the individual support they need to develop and grow.

Mark: You should choose Herbert Smith Freehills for yourself. It’s a great place to fulfil your own ambitions, better yourself and challenge yourself. It’s somewhere you can be everything you want to be.

Rupert: I’ve been at the firm for 16 years and, because of the people and the work, I still look forward to coming into the office each and every day. I can’t think of a better reason than that.

If you could offer one piece of advice to graduates, what would it be?
Veronica: Make sure you choose the law firm where you feel most comfortable.

Rupert: The more you put in, the more you’ll get out – and that applies to your application, your assessment centre and your training contract. It sounds clichéd, but it’s true.

Mark: Be responsible for your own decisions. Try things out, see what interests you and decide what you want. Then, take ownership of your future and do what you need to do to get there.

If you had to describe Herbert Smith Freehills in three words, what would they be?
Veronica: Ambitious, international and approachable.

Mark: Exciting, ambitious, personal.

Rupert: Ambitious, global and diverse.
WE’RE HOME TO THREE QCS AND MANY OF OUR LAWYERS HAVE OBTAINED SOLICITOR ADVOCATE STATUS THROUGH OUR INTERNAL HIGHER RIGHTS PROGRAMME

WE OFFER 20 INTERNATIONAL SECONDMENTS EVERY SIX MONTHS

WE WORK ON THE HIGHEST-PROFILE, BIGGEST AND MOST COMPLEX CROSS-BORDER DEALS

TECHNICAL EXCELLENCE IS ONE THING, BUT YOU’RE ENCOURAGED TO GET TO KNOW CLIENTS AND DELIVER COMMERCIALLY ASTUTE ADVICE

WE OFFER 16 CLIENT SECONDMENTS EVERY SIX MONTHS
YOU’LL WORK ON THE MOST CHALLENGING DISPUTES, TRANSACTIONS AND PROJECTS

WE HAVE A VARIED TRAINING CONTRACT WITH CONTENTIOUS AND NON-CONTENTIOUS SEATS

WE'RE NUMBER ONE FOR DISPUTE RESOLUTION IN THE UK, ASIA AND AUSTRALIA

YOU CAN BUILD YOUR TRAINING CONTRACT AS YOU PROGRESS

WE DO MORE FOR OUR CLIENTS
PRACTICE AREAS AND INDUSTRIES

As a full service firm, our work is incredibly varied. And thanks to the quality of our global network, we work with some of the biggest international organisations on some of their most ambitious projects. As well as our global corporate and dispute resolution groups, our other high-performing practice areas are:

**OUR PRACTICE AREAS**
- Asset management and investment funds
- Capital markets
- Competition, regulation and trade
- Compliance and regulatory
- Crisis management
- Employment, pensions and incentives
- Environment, planning and communities
- Finance
- Intellectual property
- Mergers and acquisitions
- Projects and infrastructure
- Real estate
- Restructuring, turnaround and insolvency
- Tax

**THE INDUSTRIES WE OPERATE IN**
- Agribusiness
- Construction and engineering
- Consumer products
- Energy
- Financial buyers
- Financial services
- Government and public sector
- Infrastructure and transport
- Leisure and sport
- Manufacturing and industrials
- Mining
- Pharmaceuticals and healthcare
- Professional, support and business services
- Real estate
- Technology, media and telecommunications
- Wealth and asset management
09

1st FOR TOP-LEVEL LITIGATION WORK IN THE UK, ASIA AND AUSTRALIA

1st DISPUTES LAW FIRM OF THE YEAR IN ASIA LEGAL BUSINESS HONG KONG LAW AWARDS FOR THE 14TH YEAR IN A ROW

2nd IN CROSS-BORDER DEALS BY VOLUME IN Q1 2015. BLOOMBERG
WORKING AROUND THE GLOBE

We’re a truly global firm. We have 23 offices in 18 jurisdictions around the world – meaning we enjoy a huge variety of international work. And, as our clients’ issues frequently cross national boundaries, supporting them means thinking and working across borders. This in turn means you’ll have the chance to work with our international teams in offices spanning Asia, Australia, Europe, the Middle East and the US. We have 20 international secondments for trainees every six months across our extensive global network in places like Australia, Dubai, Hong Kong, Paris and Singapore.

Herbert Smith Freehills office
Associated office
Group

Legal services are provided in Indonesia, in Jakarta, through Herbert Smith Freehills LLP’s (“HSF”) associated with Hiswara Bunjamin & Tandjung (“HBT”). HSF and HBT are two independent firms which have a formal association in Indonesia.
HEADLINING TROPHY DEALS

There’s nothing quite like the pride we feel when we read about our work in the newspapers. And that’s something you’ll experience at Herbert Smith Freehills. We regularly advise clients on front-page matters in different places across the globe, so be prepared to see the impact your hard work makes in the real world.

THE SALE OF O2 UK

We’re proud to have acted for Telefónica SA on its agreement to sell O2 UK to Hutchison Whampoa, the parent company of Three UK for £10.25 billion. The combination of Three UK and O2 UK will create the UK’s largest mobile operator, with almost 33 million customers. This transaction involved our corporate, TMT, competition, regulation and trade, real estate, employment, intellectual property, tax and dispute resolution teams in London, Madrid and Hong Kong.
We advised our long-standing client TUI Travel on their £5.2 billion all-share cross-border merger with TUI AG. The deal represents one of the very few all-share UK/German mergers. It has created the world’s largest integrated leisure tourism group by bringing together TUI AG’s portfolio of hotels and cruise ships and TUI Travel’s access to customers. TUI AG has joined the FTSE 100 following the completion of the merger, making it one of the first ever German companies on the list.

Teams across our London, Hong Kong and Singapore offices acted on this major dispute concerning the interpretation of a treaty between Malaysia and Singapore. The dispute was over the development of land, including whether the project would be subject to local charges that would have exceeded US$1 billion. The parties referred the matter to arbitration, and the Tribunal found in favour of Malaysia, meaning that the development will not be subject to the charge.
SHAPING THE LAW

The law isn’t static. And our people play a part in that continuous evolution as they offer advice to regulators and legislators in their areas of expertise. So we don’t just know the law inside out; we help to shape it.

LEAVING THE EU

We set up a cross-practice working group looking into the legal implications of a UK exit from the EU. By sharing our knowledge and working with other experts, we’re better able to advise our clients on the potential impact on their businesses.

We share our insight in a number of influential ways, including an in-depth publication analysing the possible impact on various sectors in the UK, a webinar to discuss the legal implications and a hub page for clients to keep up-to-date on our findings. We also publish various articles in the legal and national press.

SEEING JUSTICE DONE

As members of Commercial Court and Civil Justice Council working groups, we have been taking part in the ongoing debate over reforms to civil litigation. This has included the high-profile Jackson reforms, plus more recent developments such as streamlining court procedure, introducing a specialist Financial List, and making significant changes to the court fee structure.

Our work has seen us consider how the reforms will be implemented and the impact they will have. We’ve also responded to key consultations and played host to client seminars featuring senior judiciary representatives, including Lord Justice Jackson himself.

ENSURING EQUALITY

Two members of our employment team sit on the Employment Lawyers Association Legislative and Policy Sub-Committee. They’ve put their expertise to work on Government consultations in areas as diverse as EU directives on trade secrets and financial services regulations.

Their most recent work has seen them take part in an Equality and Human Rights Commission enquiry into women on boards. We’ve also been involved in a working group researching pregnancy and maternity discrimination, which resulted in preparing legal guidance and an employer’s toolkit.
PRO BONO AND CITIZENSHIP

We don’t just deliver excellent results on high-profile cases. Some of our most rewarding work comes from the individuals, NGOs and developing country governments who make up our pro bono clients. Working with these diverse groups offers you the chance to develop your professional knowledge and make a positive impact on issues close to your heart.

SUPPORTING SIERRA LEONE

Our Fair Deal Sierra Leone initiative uses firm-wide expertise to deliver free legal support to the Government of Sierra Leone. We have recently provided legal advice and support relating to the commercial consequences of the Ebola crisis. We also produced an Investor’s Guide to Sierra Leone together with the UK Foreign and Commonwealth Office, the Department for International Development, clients Standard Chartered and Prudential, and the Government of Sierra Leone themselves. Designed to promote investment into the country, the guide was launched by Sierra Leone’s President and Minister of Trade at the UN International Ebola Recovery Conference in July 2015.

GIVING FREE ADVICE

We founded the Whitechapel Legal Advice Clinic in 2000. The goal is to provide high-quality legal advice to residents of Tower Hamlets who can’t afford access to it. It’s fast-paced and varied work, with each week bringing around six new matters to tackle. That might mean drafting particulars of claim letters to employers, negotiating settlement agreements and acting as advocates in court. Whatever cases we take on, we see them through – and we’re the only City firm that does end-to-end pro bono case work in this way.

For junior lawyers and trainees it’s a great way to learn and have the autonomy to run their own cases, with the support and guidance of more experienced members of the team.

Slavery has no place in the modern world. And we’re helping make that a reality with the Anti-Trafficking Anti-Slavery (ATAS) Group. This portal gives our lawyers the opportunity to take on local and international pro bono work related to slavery and trafficking. Right now, our work with the ATAS has us researching policies, legislation and regulation relating to labour exploitation in 11 different jurisdictions.

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12,570

HOURS DEDICATED TO PRO BONO AND COMMUNITY VOLUNTEERING IN LONDON IN 2015

£2.29M

SPENT ON PRO BONO AND COMMUNITY WORK IN LONDON DURING 2015
The Prisoners’ Advice Service (PAS) provides free legal advice and offers vital information to prisoners regarding basic rights and prison rules. However, recent cuts have taken the majority of prison law work out of the scope of the legal aid system. This has led to a huge increase in demand for pro bono legal advice, which has been a major challenge for the organisation. To support PAS at this difficult time, we launched our Ambassador scheme. Through this initiative, our people research and draft responses to queries from prisoners - which could be about anything from their rights to their living conditions. Open to lawyers at every level, the scheme offers an opportunity for our people to build up a secondary specialism in prison law.

We have recently partnered with the Mental Disability Advocacy Centre and Kenyan Human Rights Commission to support the protection of those with mental disabilities in Kenya. Our three-year, pro bono partnership is just a small part of a much bigger programme of work designed to improve the lives of those with mental disabilities. Our focus is on stopping human rights violations resulting from inadequate laws, social segregation and abusive customs. By using law reform, advocacy and strategic litigation to put an end to these abuses, we are helping to create a society that respects the choices of people with mental disabilities.
A RICH AND DIVERSE CULTURE

We see diversity and inclusion as a critical part of who we are. It adds new dimensions to how we tackle client challenges, drives innovation and keeps us working with the best talent.

CHANCES TO CHAT

We have a broad range of staff affinity networks, including groups for Women Lawyers, Women Trainee Lawyers and Women in Business Services. We’re also home to a Multiculturalism network, an LGBT network, a Family network and an Ability network, which aims to help us become more confident in our understanding of disability.

We host awareness-raising events, socials and seminars too, and we provide networking opportunities both internally and with our clients.

ACCESSIBLE EXPERIENCE

We launched our Excel scholarship with Rare Recruitment in 2013. The scholarship provides exceptional black and minority ethnic students with financial support and help accessing work experience opportunities at the firm from their first year at university. In February 2015, we were delighted to welcome three new scholars.

We are also a founding member of PRIME, a profession-wide initiative committed to providing high-quality work experience to young people from backgrounds under-represented in the legal profession. And, thanks to the support of our teams, 135 students have now undertaken a placement with us.

Our Networked Scholarship Scheme is an innovative five-year programme that offers experience, support and guidance to students from comprehensive schools in London. Every year, five new students from Year 12 join the programme.

DIVERSE EVENTS

We work with and participate in a number of different events with Rare Recruitment, Sponsors for Educational Opportunity and Pure Potential, as well as EmployAbility and Helen Cooke, the founder of Great with Disability.

We also partner with a small number of City law firms to run DiversCity, an annual LGBT event comprising workshops, skills sessions, panel discussions and networking. And beyond this, we’re partnering with our own Ability network and Multiculturalism network.
In 2013, we announced a 30% target for the proportion of women in our global partnership, making us one of the only global firms to commit publicly to international gender targets within a set timeframe. The objective is to achieve gender balance by widening the pool from which partners at the firm are drawn. The targets are an important step in creating a level playing field for anyone who aspires to become a partner.

**By 1 May 2017**, women will comprise 25% of the partnership, and 25% of partner leadership roles.

**By 1 May 2019**, women will comprise 30% of the partnership, and 30% of partner leadership roles.

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### RECOGNITION

- We're one of the Top 50 Employers for Women (2015), The Times in partnership with Opportunity Now.
- We're a Top 20 Employer (2014 & 2015), Pride in Diversity, Australian Workplace Equality Index (AWEI).
- We’ve been a Stonewall Top 100 Employers for LGBT every year since 2008. We are currently ranked 22nd. We are also ranked as a Top Global Employer.
- We won an Employee Health and Wellbeing Award (2013 & 2015), Australasian Law Awards.
- Justin D’Agostino, Global Head of Practice – Dispute Resolution, and founder of the firm’s LGBT network has been listed as one of the Top 50 “OUTstanding in Business Leaders” in the Financial Times (2013).
- Julia Pyke has been ranked in The Timewise Foundation Power Part Time Top 50 (2013).
BEING REWARDED FOR YOUR EFFORTS

We understand the key part our trainees play in the success of our firm. So we don’t just recognise your hard work, we reward it. That’s why as a trainee, you’ll receive a highly competitive salary, be eligible to join our bonus scheme and receive a wide range of other benefits.

**MAINTENANCE GRANTS**

We fully fund all GDL and LPC fees and offer the following maintenance grants to assist with living costs:

- GDL (London): £8,000
- GDL (elsewhere in UK): £7,000
- LPC: £7,000

The top three performers on the LPC are also given a prize of £1,000 each.

**OUR BENEFITS**

We offer an extensive range of benefits, including:

- 25 days’ annual leave (with the ability to buy or sell up to five days)
- Private medical insurance
- Permanent health insurance
- Pension scheme
- Profit-share scheme
- Gym membership
- Life assurance and critical illness cover
- Corporate GP service
- Health screen and dental insurance
- Cycle to work scheme
- Interest-free season ticket loan
- Travel insurance
- Retail vouchers
- “Give as you earn” scheme
- Childcare vouchers
- Staff discounts with over 1,500 retailers
- Emergency dependent care
- Confidential employee assistance programme
£42K
FIRST YEAR SALARY

£46K
SECOND YEAR SALARY

£69K
SALARY UPON QUALIFICATION
YOUR JOURNEY

We view you as the partners of the future, so it goes without saying that your development is incredibly important to us. And thanks to our full service practice and our extensive work for international clients, we’re proud to provide you with a varied training contract across contentious and non-contentious departments. Unlike many City law firms, we let you have a say in how your training contract is structured and give you the opportunity to submit preferences for the seats you’ll undertake on your journey to qualification.

First-year workshops
Apply for a two-day workshop in your first year of university.

Campus managers
Apply to become a campus manager for your university in your first year and take on the role throughout your second year.

Vacation schemes
Apply in your penultimate year, final year or as a graduate.

Training contracts
Apply in your penultimate year, final year or as a graduate.

Graduate Diploma in Law (GDL)
- non-law students only
Complete the GDL in London, Leeds or Manchester. We pay course fees and a maintenance grant of £8,000 in London and £7,000 outside of London.

Legal Practice Course (LPC)
Complete the 7.5 month accelerated LPC in London. We pay course fees and a £7,000 maintenance grant.
## 01 First Seat

You’ll submit your seat preferences four months before you join. Then, when you start, you’ll discuss your future seat choices with our HR team. These discussions will continue throughout your training contract. All trainees spend one seat in corporate and one in dispute resolution, so you may well sit in one of those two areas in your first seat.

## 02 Second Seat

You can choose to sit in corporate, dispute resolution, finance, real estate or projects or one of our specialist areas – the advocacy unit, competition, regulation and trade, employment, pensions and incentives or intellectual property. Some trainees go on international or client secondment in their second seat.

## 03 Third Seat

Trainees typically go on client or international secondment in this seat.

## 04 Fourth Seat

At the beginning of your fourth seat, you’ll have a briefing on the qualification process and decide where you would like to apply to qualify. If you didn’t do so in your second or third seat, you may go on a client or international secondment. Otherwise, you will consolidate your training in London.

## 05 Qualify as a Solicitor

You’ll attend the newly qualified associate induction, which will prepare you for the next step in your career. We’ll continue to invest heavily in your development as an associate.
GETTING TO KNOW OUR FIRM IN YOUR FIRST YEAR

It’s never too early to start thinking about becoming a brilliant lawyer. Join us during your first year of study and you’ll have a great opportunity to gain the skills you’ll need to successfully apply for a vacation scheme or training contract later on.

There are two ways that you can be a part of Herbert Smith Freehills. You can apply to attend one of our first-year workshops and become one of our campus managers.

FIRST-YEAR WORKSHOPS

Each spring, we run two-day workshops at our London office for over 50 students. These are designed to give you an idea of what life at the firm is really like. You’ll hear from leading lawyers, take part in interactive workshops, discover the variety of the law we practise, and shadow one of our current trainees.

CAMPUS MANAGERS

Our coveted campus manager positions are open to first year students who wish to perform the role during their second year on campus. It’s a fantastic way to gain valuable work experience and find out more about the firm – plus you’ll earn £600 for the year.

First, you’ll attend a training day at our London office, where you will meet the team, along with a number of partners, associates and trainees. After that, you’ll be actively involved in putting together a campaign to promote Herbert Smith Freehills to your fellow students on campus – informing them about both the firm and the opportunities available to them.

APPLICATIONS/WORKSHOPS

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<th>Applications/Workshops</th>
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<tr>
<td>01 – 31 January 2016 for students of any discipline</td>
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<td>23 – 24 March 2016</td>
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<td>31 March – 01 April 2016</td>
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APPLICATIONS

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<th>Applications</th>
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<td>01 March – 15 April 2016 for students of any discipline</td>
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EVERYTHING
VACATION SCHEMES

Our vacation schemes are a great introduction to life at Herbert Smith Freehills. You’ll get first-hand experience in a leading global law firm. And we’ll pay you while you’re with us.

During your placement, you’ll sit in the same room as a partner or an associate and be given real work for real clients. You’ll be involved in workshops and presentations – giving you a chance to gain a real insight into the depth and breadth of our practice areas. On top of that, you’ll be invited to a range of formal and informal social events where you’ll have the opportunity to network with other vacation scheme students, partners, associates and trainees. By the end of the scheme, you should have a good idea of whether a career in law is right for you – and whether you could be a part of Herbert Smith Freehills. We’ll also interview you for a training contract at the end of your scheme.

INTERNATIONAL SCHEMES

As a leading international full service firm, we’re able to offer truly global work experience. So, if you secure a place on our London summer vacation scheme, we’ll give you the opportunity to take a placement in one of our other offices. You can choose to spend some time in the following offices: Sydney, Melbourne, Brussels, Hong Kong, Madrid, Paris, Shanghai, Singapore or Tokyo.

SUMMER AND SPRING VACATION SCHEMES

We welcome applications from:
• students who are in their penultimate or final year at university
• all graduates

WINTER VACATION SCHEMES

We welcome applications from:
• students who are in their final year at university
• all graduates
“I WAS SO IMPRESSED BY HOW FRIENDLY EVERYONE WAS, AND BY HOW WILLING THE LAWYERS WERE TO SPEND TIME TALKING TO US ABOUT THE WORK THAT THEY DO AND WHAT THE FIRM IS LIKE.”

Emily Lawson, First-Year Workshop Participant 2015
BE A PART OF
HIGHS
AND
HELLOS
CLOSINGS
AND
CASES
CAPITALS
AND
GAINS
ARBITRATION AND AWARDS
BIG HILLS AND BIG DEALS
TAKEOVERS AND TAKEAWAYS

TROPHY DEALS AND MEDAL WINNERS

THE WALK AND THE TALK
“THERE WERE TWO THINGS THAT REALLY STRUCK ME DURING MY VACATION SCHEME. FIRSTLY, THE PEOPLE TAKE A GENUINE INTEREST IN THE VACATION SCHEMERS. SECONDLY, THE FIRM WILL PROVE TO BE A CHALLENGING ENVIRONMENT – IN A GOOD WAY. IT’S SUCH A LOYAL AND DYNAMIC FIRM THAT LOTS OF PARTNERS HAVE STAYED EVER SINCE THEIR VACATION SCHEME!”

Yasmin Yavari, Vacation Scheme Student

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<th>Applications:</th>
<th>Vacation Scheme Student</th>
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<tr>
<td><strong>Winter</strong></td>
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<tr>
<td>01 - 31 October 2015</td>
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<tr>
<td><strong>Spring</strong></td>
<td></td>
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<tr>
<td>01 October - 08 January 2016</td>
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<td><strong>Summer</strong></td>
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<td>01 December - 08 January 2016</td>
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<th>Vacation Schemes:</th>
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<td><strong>Winter</strong></td>
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<td>07 – 18 December 2015</td>
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<td><strong>Spring</strong></td>
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<td>04 – 15 April 2016</td>
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<tr>
<td><strong>Summer Scheme 1</strong></td>
<td>20 June – 08 July 2016</td>
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<td><strong>Summer Scheme 2</strong></td>
<td>11 – 29 July 2016</td>
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YOUR TRAINING CONTRACT

Our two-year training programme gives you the opportunity to develop skills across a range of practice areas – rotating through four six-month seats in different practice areas.

Once you’ve accepted your offer, but before you’ve officially started, you’ll be invited to lots of events and networking days at the firm. You’ll be able to apply for a discretionary grant, which you can use to complete further study or support volunteer work. And, if it interests you, you may even be able to paralegal here. The training programme itself is extremely varied. Over 90% of our trainees go on either a client or international secondment. You’ll spend time in corporate and dispute resolution and could also choose to experience finance, real estate or a specialist practice area like employment, pensions and incentives, competition, regulation and trade, tax and intellectual property. You’ll discuss your seat interests with our HR team just after you join, so we can make sure we give you a training contract that’s perfectly tailored to your particular career aspirations.

As a trainee, you’ll be a valued member of the team straightaway, working alongside some of the world’s best lawyers and directly contributing to the success of our clients.

2 YEARS
4 SEATS
20 INTERNATIONAL SECONDMENTS
16 CLIENT SECONDMENTS
THE SKILLS AND EXPERIENCE YOU’LL GAIN

We recognise that everybody at Herbert Smith Freehills plays a part in our success. And we recognise that to get the best out of our people, we need to support you in every stage of your career.

YOUR EXPERIENCE

To help you choose your specialism, you’ll be given a wide variety of challenging work across a broad range of practice areas. You’ll work alongside some of the world’s best lawyers, who will guide and support your development. On top of that, you’ll take part in our integrated client programme. This programme will see you allocated a client for the duration of your training contract. You’ll work closely with the rest of the client relationship team on things like client team objectives, research and client events.

YOUR TRAINING

We’ll support you through your Professional Skills Course exam at the start of your training contract. The course will be delivered by external providers at The University of Law and covers areas like advocacy and communication skills, financial and business skills, client care and professional standards. In your second seat, you’ll benefit from our trainee development centre. This is a programme that covers subjects including profile building, influencing skills and project management. You’ll also have access to one-to-one coaching throughout your time at the firm.
We know that understanding how you’re doing is key to your development. That’s why we make sure you’ll get regular feedback from the people you work with as you progress through your seats. In addition, you’ll have formal mid- and end-of-seat performance reviews.

Before you officially start your training, you’ll be assigned a trainee mentor. This mentor will be your point of contact while you complete your legal studies. Once you join the firm, a partner mentor will advise you throughout your training contract. As a trainee, you’ll also share an office with a senior associate or partner supervisor, helping you to build a strong relationship and making sure help is available whenever you need it.
FIND OUT MORE
MEET THE PEOPLE YOU'LL WORK WITH
I went to a lot of events at university, all the law firms put them on, but it was after completing the Herbert Smith Freehills vacation scheme that I knew this was the firm for me. The culture really stood out – the people are friendly and welcoming – as did the fact that trainees were given a lot of responsibility really early on. Instead of being just another body in a long chain of command, trainees at Herbert Smith Freehills are treated like individuals. The work you do is valued and you’re given the feedback you need to make the most of the opportunities on offer. Plus you can have a real impact on big cases, rather than be stuck doing filing and admin.

Herbert Smith Freehills has been good for my development because it’s strong in so many areas. Usually a firm specialises in one thing, like banking or corporate, but Herbert Smith Freehills really does have it all. So whichever division you end up in, you’ll get the chance to work on big, high quality cases. At the moment I’m on secondment in litigation with Sky, so in a way, I’ve become the client.

The work here is really varied – I’ll be working on employment litigation one day and contractor performance the next – but whatever it is I’m doing, I’m given real ownership.

**JOHN MATHEW**

**TRAI NEE, KING’S COLLEGE LONDON, LAW**

**USUALLY A FIRM SPECIALISES IN ONE THING, LIKE BANKING OR CORPORATE, BUT HERBERT SMITH FREEHILLS REALLY DOES HAVE IT ALL**
I didn’t always want to be a lawyer. I studied English Literature at university and it was only after doing a bit of work experience that I found I was really interested in law. I applied to Herbert Smith Freehills because of its reputation in disputes, plus the positive reviews I read in firm profiles, and I wasn’t disappointed.

The atmosphere here is different to other law firms, in a good way. I did a vacation scheme elsewhere and I really noticed the culture here was friendlier and less hierarchical. People tend to look out for one another and there’s plenty of support around for new trainees.

The best thing I’ve been involved in is the acquisition of O2 by Three. This signed soon after I started in corporate and I was able to get really involved by going to meetings with the client and attending the live negotiations. It was great to be exposed to something so huge and high profile – especially as a trainee.
In a way, I stumbled into law. I contracted meningitis in Year 11 and was surprised when I got my results – they were much better than I expected and I was accepted to study Law at Warwick.

I applied to join Herbert Smith Freehills through EmployAbility, a not-for-profit organisation that helps students with disabilities and long-term health problems get into employment. The people I spoke to recommended the firm as a great, active employer that supports graduates with disabilities, and they weren’t wrong. I now play an active role in Ability, the firm’s disability network.

Because I didn’t come into law knowing what I wanted to do, or where I wanted to end up, I found the flexibility of the four seat programme really beneficial. By the time I was in my third seat, in disputes, I knew it was where I wanted to be. My secondment in Singapore let me stretch my wings even further. And, because the office was a lot smaller, I took on a lot more responsibility.

I’m set to qualify in September and then I’m off to South America on three months’ post-qualification leave. Then I’ll be back to disputes, ready to take the step up from trainee to associate.
At Herbert Smith Freehills there’s an emphasis on knowledge and understanding the law. The disputes practice isn’t just huge and well respected, it’s also a place where you can use this technical understanding to advise clients – something which I find very exciting. I’m sitting in international arbitration now and I want to qualify in disputes – being able to choose my own seat every six months means I’ve been able to follow my passion and shape my own career.

Herbert Smith Freehills is a really inclusive place to work. There are loads of different networks you can join and each one has regular meetings and events. I’m part of the Multiculturalism network, friends with the LGBT community and I go to a lot of the Ability network’s events – they’re really interesting. I even started a ladies’ football team, as I realised there wasn’t one when I first joined.

I’ve been especially lucky to get to help out with pro bono work with Sierra Leone. It started during my corporate seat, when a partner asked me to join on a call. I was hooked and asked if I could stay involved. Since then, I’ve worked a lot on ‘Fair Deal’ Sierra Leone – including helping to advise the Government of Sierra Leone when various legal issues arose during the Ebola crisis. It is, without a doubt, the best thing I’ve been involved in.
I’ve always wanted to work abroad and have enjoyed the challenge and excitement of both a new office and new work. That’s a big part of why I decided to stay on here – I’ll be qualifying in the Paris office at the end of my seat.

For the last six months, I’ve been working on a big international arbitration case for a French client. It’s centred on a construction project in Brazil; however the case is being run from the Paris office, was heard in Zurich and is governed by German law. We’ve worked with teams from Paris, London, Germany and external counsel in Brazil, and I’ve been personally involved in a number of ways – drafting documents, reviewing witness statements and even assisting in the preparation of cross-examination questions for the evidentiary hearing.

I’d say the best way to decide if Herbert Smith Freehills is the right firm for you is to take part in a vacation scheme. My vac scheme showed me not only the variety and quality of work at the firm, but also its friendly culture, which, after three weeks, convinced me to apply for a training contract.
ONWARDS AND UPWARDS
MAKING YOUR APPLICATION
JUST WHO ARE WE LOOKING FOR?

Complex cross-border deals. A market-leading disputes division. International secondments. Four seat rotations. If you’re ready to be a part of it all, we’re looking forward to hearing from you.

GOT WHAT IT TAKES?

You don’t need to study law to be a brilliant lawyer. In fact, we recruit from a whole range of academic backgrounds. The only thing we’re looking for is exceptional people with the desire and ability to become truly brilliant lawyers. And there’s more to that than just a great academic record. There’s fantastic perception skills. There’s confidence. There’s empathy. There’s an international mindset. There’s diligence. And there’s the drive to not only experience everything, but to be a part of it.

HOW TO APPLY

Our application process is simple and involves just three stages.

1. Complete a simple online application form – we just need to know your academic details, language skills, work experience and some details about what you do in your spare time.
2. Take an online verbal reasoning test.
3. Visit our assessment centre – you’ll take part in a group exercise, have an interview and do a case study exercise. You’ll also have the opportunity to tour our offices, meet some of our trainees and have lunch with a senior partner.

We encourage you to apply as soon as possible after applications open, as we recruit on a rolling basis.
1. COMPLETE OUR APPLICATION FORM
2. TAKE AN ONLINE ASSESSMENT
3. COME TO OUR ASSESSMENT CENTRE
SOME DATES FOR YOUR DIARY

Take a look at the key application dates below. Our culture promotes inclusivity, fairness and equality, so if you need any adjustments made to enable you to participate in the recruitment process, please contact Rebecca Baker or Annabel Hale from the graduate recruitment team on rebecca.baker@hsf.com or annabel.hale@hsf.com.

### FIRST-YEAR WORKSHOPS

- **Applications open**: 01 - 31 January 2016
- **Start dates**: 23 - 24 March 2016
- **Start dates**: 31 March - 01 April 2016

### VACATION SCHEMES

- **Winter applications open (finalists and graduates only)**: 01 – 31 October 2015
- **Winter interviews**: November 2015
- **Winter scheme**: 07 - 18 December 2015
- **Spring applications open (penultimate year students, finalists and graduates)**: 01 October – 08 January 2016
- **Summer applications open**: 01 December 2015 – 08 January 2016
- **Spring and summer interviews**: November 2015 and January - March 2016
- **Spring**: 04 - 15 April 2016
- **Summer 1**: 20 June – 08 July 2016
- **Summer 2**: 11 – 29 July 2016

### TRAINING CONTRACTS

- **Applications open (finalists and graduates only)**: 01 October 2015 - 08 January 2016
- **Interviews**: November 2015 and January - March 2016
- **Applications open (penultimate year students, finalists and graduates)**: 01 May – 31 July 2016
- **Interviews**: June – August 2016

### CAMPUS MANAGERS

- **Applications open**: 01 March - 15 April 2016