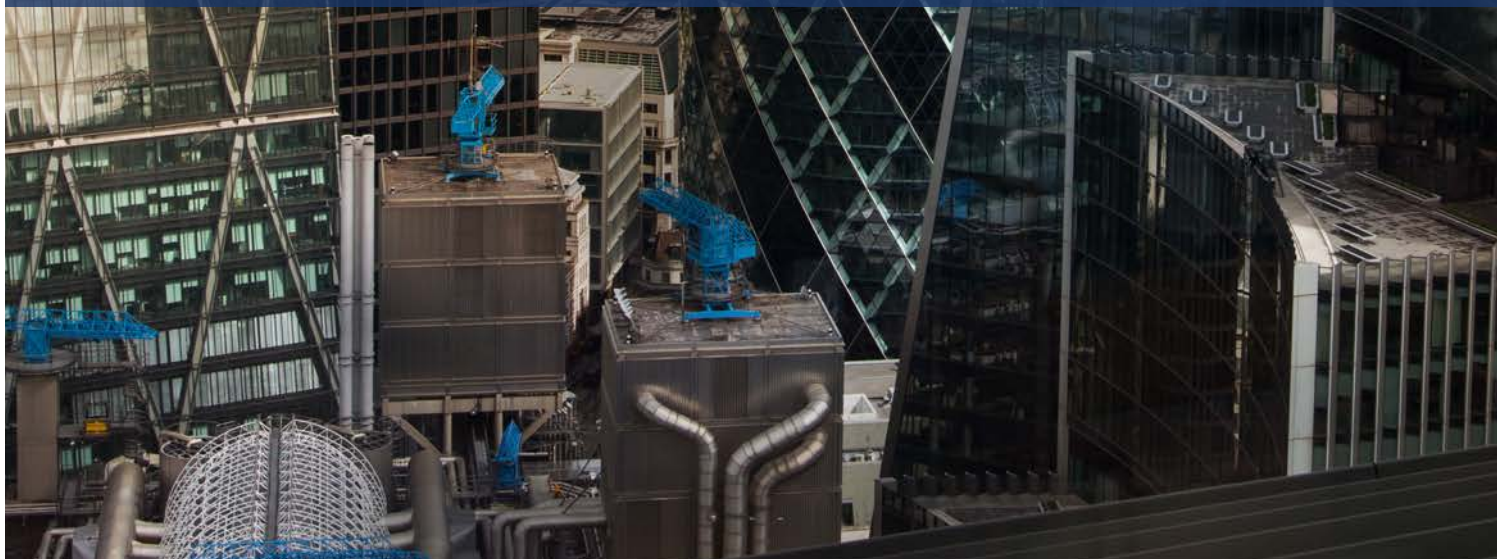




## London Graduate Recruitment

Trainee Solicitor and Summer Vacation Scheme Programmes

*Summer Vacation Scheme July 2022 • Training Contracts September 2024*





# Who We Are

## 100+

Years of combined business acumen with a practical forward-looking, results-driven approach

## 13

Offices in the US, EU, Asia and the UK

## 123

Lawyers ranked in *Chambers USA, UK, Global, Europe, Latin America, and Asia* in 2021

## 94

Lawyers who have held senior positions in US and European governments and international organisations

## 121

Fortune 250 companies that have chosen Arnold & Porter as outside counsel

# Application Process

The success of any law firm is dependent on the talent and professionalism of its lawyers and support staff. That is why we are committed to investing in the training and professional development of our trainee solicitors.

We are looking for enthusiastic and talented graduates from all backgrounds and cultures who share our commitment to excellence, want to be part of the continued growth of our London office and want to become part of the next generation of leaders at our firm.

Providing our clients with an excellent service is our number-one priority. Our lawyers need to be commercially minded and approachable, and be able to work with our clients as part of a team on complex and often high-profile legal issues. If you feel you can meet this challenge and want to work at an inclusive firm, with a long tradition of pro bono and community support, we would like to hear from you.

This brochure provides you with all the details you need to work toward a training contract with Arnold & Porter, including information about the firm, experiences of past trainees and the all-important application details.



**Kathleen Harris**  
Partner  
Head of London Office



**Tom Fox**  
Counsel and Training Principal  
London Office



**Sneha Raval**  
Senior HR & Training Executive  
London Office



# Introduction to Arnold & Porter

Arnold & Porter's London office is home to globally renowned regulatory, dispute resolution, and transactional teams. These teams work seamlessly across the firm's US and international offices, as well as a network of partner firms, to coordinate cross-border matters for our clients.

Many of our cases are multifaceted, needing strategic and collaborative problem solving. Our approach is different from so many other firms because we take a multidisciplinary approach across the industry sectors we serve and the issues we resolve.

## Key Sectors

- Financial Services
- Life Sciences
- Private Equity
- Media and Technology (TMT)

## Practices

- Antitrust/Competition
- Commercial IP
- Corporate and Finance
- Commercial Litigation
- Data Privacy
- Debt Capital Markets
- Employment
- International Arbitration
- Investment Funds
- Life Sciences Regulatory (EU)
- Product Liability
- UK Enforcement and Dispute Resolution

## Market Recognition

Our reputation in the legal market is evidenced by our track record in legal directories, league tables, and awards. Below are a selection of a few notable ones:

### Chambers UK 2022

- Commercial and Corporate Litigation
- Competition Law
- Financial Crime: Corporates
- Intellectual Property
- International Arbitration: Investor-State Arbitration
- Life Sciences (Band 1)
- Life Sciences: Product Liability (Band 1)
- Life Sciences: Regulatory (Band 1)



### Legal 500 UK 2022

- Corporate & Commercial: EU & Competition
- Corporate & Commercial: M&A: Lower Mid-Market Deals, £50M-£500M
- Corporate & Commercial: Venture Capital
- Crime, Fraud and Licensing: Fraud: White-Collar Crime (Advice to Individuals)
- Dispute Resolution: Commercial Litigation: Premium
- Dispute Resolution: Competition Litigation
- Dispute Resolution: International Arbitration
- Dispute Resolution: Public International Law
- Finance: Debt Capital Markets
- Human Resources: Employment: Employers
- Industry Focus: Life Sciences and Healthcare
- Insurance: Product Liability: Defendant
- Investment Fund Formation and Management: Hedge Funds
- Risk Advisory: Regulatory Investigations & Corporate Crime (Advice to Corporates)
- TMT: Intellectual Property: Patents (Contentious and Non-Contentious)



**Top 10 UK Law firm for Probono, Law.com**



# Application Process

## What We Are Recruiting For

### Training Contracts (Please apply by 31 July 2022)

The firm offers training contracts annually. We are now taking applications for our September 2024 intake. If you are interested in applying for a training contract commencing in September 2024, please complete our online application form.

### Summer Vacation Scheme (Please apply by 6 March 2022)

We will be running a summer vacation scheme in July 2022. Students will spend up to two weeks working on a variety of projects with partners and associates throughout the office. Applications for the 2022 summer vacation scheme are now open and you can apply by completing the online application form.

## What We Are Looking For

We look for candidates with a consistently strong academic background, who have or are likely to achieve a 2.1 degree or above. Candidates need to demonstrate good analytical skills, combined with a common sense approach. Candidates should be self-motivated and demonstrate their ability to get involved in a wide range of extracurricular activities outside studies, showing a good level of achievement in all areas. We value communication skills and look for evidence that you have worked in teams and taken on responsibility. We also want to get a sense of your enthusiasm, energy and commitment.

We review all applications we receive, and seek out individuals who can demonstrate insight into their experiences. Interviews for training contracts will take place in August 2022. Candidates will attend an assessment and interview with partners and senior associates. The offer of a training contract is conditional upon the provision of satisfactory references.

## Salary and Benefits

Arnold & Porter will pay the fees for required post-graduate courses prior to your Training Contract. Details of our current trainee salary levels are available upon application to a member of the Graduate Recruitment team. We review salaries annually to be competitive with market levels for equivalent law firms in London.

Trainees are entitled to 25 days of annual holiday. Other benefits include participation in the firm's Healthy Incentive Bonus Scheme, seasonal holiday bonus, optical testing, private health insurance, private dental insurance, life assurance, and an interest-free travel season ticket loan.

### ONLINE APPLICATION FORM: [www.apply4law.com/apks](http://www.apply4law.com/apks)

We do not accept any other form of application. We recruit two years in advance for training contracts, and invite you to apply by the above-listed deadlines for our July 2022 summer vacation scheme and 2024 training contracts.





# What It's Really Like as a London Trainee

Many law firms, including ours, have a definite style of practice and work environment. We think ours is spirited, open, welcoming, and collegial. We encourage our lawyers to be themselves. Intelligence, originality, initiative, and independent judgment are highly respected. All lawyers, regardless of their experience, are expected to express their views on substantive firm matters.

The London office generally reflects the environment of the firm with its collegial and informal atmosphere, regular social gatherings, smart business-casual dress policy, team-based assignment policies, and a leading pro bono programme.

## Four, six-month seats from:

- Intellectual Property
- Corporate & Finance
- Complex Litigation
- Antitrust/Competition
- Life Sciences
- International Arbitration
- White Collar Defense

When you join us, you will be introduced to the firm through our training and induction programme. This includes information about the firm's practices and procedures and training in the use of our IT systems, library and online data sources. You will also attend the fast-track Professional Skills Course.

During your training contract you will typically have the opportunity to spend time in four, six-month seats. The firm encourages individuals to work across specialisms, so you may find that whilst you are working in one group, you undertake work in a variety of different areas and for a variety of different partners and fee-earners throughout the firm. The training programme in our London office includes in-house as well as external training sessions, providing professional development training that is linked to a competencies framework.

*"What has struck me most about working in Arnold & Porter is the extent to which I have been able to get involved in work across the firm. The small intake means that there is only ever one trainee per department, allowing trainees to be exposed to the full breadth of their respective practice areas. This also means that when new work comes in, trainees are very likely to be involved. Similarly on pro bono, the firm's work is remarkably diverse. The ease with which I have been able to work across the firm, I believe, is down to the firm's collegial culture, which I have found to be constant across the firm's departments and geographies."*

**Lauren Blanchard**

Associate, Antitrust







# London Office Practice Information

## Life Sciences

We advise on UK and EU law relating to pharmaceuticals, biotechnology, healthcare, medical products and devices, and assist clients in interpreting, and complying with, the relevant regulatory framework that surrounds the industry. The team includes a number of lawyers with scientific qualifications, including physicians. It is regularly ranked as one of the leading firm providing regulatory advice and specialist litigation services to the life sciences sector.

## Intellectual Property and Technology

The London Intellectual Property team advises multinationals and high-growth innovators on challenging IP issues, effectively manages disputes coordinates high-stakes litigation and provides well-executed transactional support on a wide variety of commercial agreements. The team's capabilities span the full spectrum of IP rights, including patents, trademarks, copyright, design rights and trade secrets. We represent clients in ground-breaking and dynamic industries, including life sciences, digital health, genomics, media, electronics, IT services, agritech, foodtech, chemicals and manufacturing.



*I was originally attracted to Arnold & Porter because of its international reputation and commitment to diversity but what drew me in more was the genuinely friendly nature of the firm. Everyone is incredibly welcoming and helpful and there is a real sense of community and camaraderie. I feel like I can bring my full self to work and that Arnold & Porter is a place where I can belong and develop successfully. One of the other great things about Arnold & Porter is the pro bono opportunities which are varied and interesting. The emphasis on pro bono work allows you to explore different areas of law (sometimes on a weekly basis) helping you to be a more well-rounded lawyer. I have already worked on pro bono opportunities which align with my personal values which is immensely rewarding. Further, many colleagues have different backgrounds and this coupled with their expertise and the quality work makes Arnold & Porter an exciting place to be a trainee.*

**Peter Saban**

2020-2022 Trainee Solicitor

## Corporate and Finance

Our corporate and finance practice advises on domestic and cross-border transactions including M&A, dispositions, exits, corporate reorganisations, joint ventures, fundraising, and other collaboration agreements. The practice is recognised for its strong private equity experience. Our finance team has capabilities in capital markets, syndicated lending market and structured finance.

## Employment

Our specialist employment practice provides practical, solution-driven advice in all areas of employment law, including business immigration and the HR side of data protection compliance. We have particular expertise in international employment issues and while our clients come from all sectors, we have a strong focus in life sciences and tech.

## Competition / Antitrust

The EU competition team offers the full range of competition law advice on mergers and acquisitions, non-transactional representation, and counseling. We provide representation before EC, UK and other national competition authorities as well as in European and national courts. The team also handles complex defendant and, where appropriate, claimant litigation in various jurisdictions, including England & Wales and The Netherlands.

## Product Liability

We advise on noncontentious and contentious product liability issues concerning both research products and marketed products in the pharmaceutical and medical device sectors, as well as general consumer products including electronics, toys, and clothing."

## International Arbitration

With one of the largest and most experienced international arbitration groups worldwide, we represent clients in arbitration proceedings and before different arbitral fora throughout the world. We also assist clients with informal and institutional dispute settlement proceedings, and advise them on drafting arbitral clauses in the context of contract negotiations.

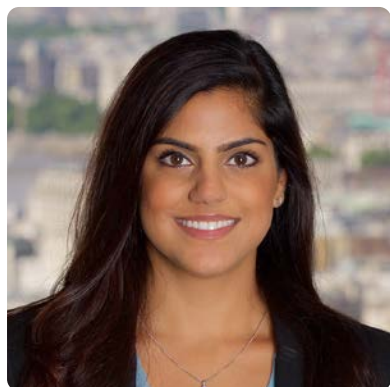
## Investment Funds and Finance

Our investment fund team advises investment funds and their managers on the establishment, promotion, regulation and operation of investment funds including hedge, private equity, UCITS and real estate funds.



*"I feel extremely lucky to be training at A&P. I think the firm's training contract provides the ideal start to your career; you get to work on high-calibre, complex work in a small team, which means excellent exposure to associates and partners. The result is that you learn a lot about how to be an effective lawyer, and the sort of lawyer you'd like to be, in a very short time. Everyone at the firm is enthusiastic about the trainees and invested in their development, not to mention they're also very welcoming and friendly!"*

**Lewis Pope**  
2021-2023 Trainee Solicitor



*"I lateralled into the firm as a junior associate after being initially drawn to the Firm's stellar reputation and its client base. After joining, I was struck by the sense of collegiality among my peers, the Firm's genuine commitment to pro bono work, and the various programmes that are in place to support professional development. Individuality is encouraged and I have been actively involved in committees dedicated to diversity and inclusion. It is against that context that I continue to develop my practice, working on matters that are stimulating, diverse, and often, cutting-edge."*

**Maya Paunrana**  
Senior Associate, White Collar Crime



## Complex Litigation

Our Commercial Dispute Resolution group has extensive experience litigating cases on behalf of clients across a wide range of sectors including financial services, banking, private equity, hedge fund, consumer products, technology, media, telecommunications, pharmaceuticals, and health care. We also assist clients in taking urgent protective measures to, amongst other matters, freeze assets and obtain injunctive relief.

## Data Protection and Compliance

Our London data protection practice brings together experts from our employment, commercial, IP, media, technology, telecoms, regulatory, competition, and litigation teams in London. They also form part of a much broader international data privacy group operating across our London, Washington and New York offices, covering cross border privacy issues, including information security, electronic surveillance, computer crime and data breach.

## White Collar Defence

We advise corporates on how to handle investigations in relation to potential economic crime offences. We have also regularly provided training and advice in relation to compliance matters in relation to the Bribery Act 2010, Proceeds of Crime Act 2002 and the Money Laundering Regulations in the UK.

## Pro Bono

We have a strong commitment to pro bono, including work on behalf of NGOs, charitable organisations, individuals and minorities minorities and other individuals. Projects can range from challenging high profile human rights abuses in international courts, pursuing legislative and policy resolutions, liaising with public authorities on behalf of individual and charities, acting to protect the brand and reputation of NGOs, and helping non-profit organisations comply with their governance responsibilities.



*"I chose to join Arnold & Porter as an associate because of the amazing calibre of the work and the stellar reputation of the people I would be working with. When I first joined the firm I was struck by both the high quality of work and the market-leading nature of our clients. Having now been with Arnold & Porter for five years, I have come to understand that it is a firm that lives by its values - with a collegiate atmosphere and focus on diversity and inclusion, fostering a great working environment that gets the best from us all. I am also very proud to work at a firm which empowers and actively encourages its lawyers to give back by helping others through our pro bono efforts."*

### Melissa Dames

Senior Associate,  
White Collar Crime



*"I chose to do my training contract at Arnold & Porter because of its outstanding reputation, commitment to Pro Bono and because of its small intake each year. As I am the only trainee in the Competition team, I am given a great amount of responsibility and have been exposed to challenging and complex legal matters from the onset. There is also a genuine sense of collaboration here where you can turn to anyone for guidance, and I always feel like a valued team member. One thing that really stood out to me is how welcoming the firm was even before I started my training contract, running social events for future trainees to meet others at the firm which made me feel like part of the team already. Another thing that I enjoy about A&P is that there are many initiatives to help the local community, through school insight sessions and becoming a mentor for young students. The firm's inclusive culture and values align well with my own and I am very excited for the remainder of my training contract."*

### Shama Aktar

2021-2023 Trainee Solicitor



# London Office Support teams

Our staff play an essential role in our success as a firm. We have a dynamic team of staff who value and share the firm's long-standing commitment to professional excellence, the highest ethical standards, diversity, collegiality, and community service. Below is a snapshot of our business services teams:

## Information Technology & Security

The Information Technology department provides modern solutions that help make routine tasks easier and more efficient for attorneys, staff and clients.

## Accounting

We act as a hub for all the International offices, processing the daily transactions from invoices paid to vendors to invoices issued to clients with everything in between.

## Marketing

The Marketing Team has a broad mandate in support of the business objectives of the Firm. The Team oversees various functions from business development to PR and media relations.



*"For me, Arnold & Porter ticks all the boxes. It advises a range of exciting international businesses, has an outstanding reputation in the life sciences industry and has a strong commitment to pro bono work. The firm has a forward-thinking culture and everyone I have met so far has been very friendly, passionate and motivated. My colleagues are also keen to help me develop into a successful lawyer by providing guidance and feedback on my work. It's very rewarding to have responsibility in matters so early on and I am excited for the remaining time I have left in my training contract."*

**Emma Elliston**

2020-2022 Trainee Solicitor



*Having lived in the US, I was initially attracted to Arnold & Porter because it offered me the chance to train in a firm with an outstanding reputation in both the UK and the US. At Arnold & Porter you have the opportunity to work in a friendly collegiate atmosphere and you can gain a lot of responsibility early on as a result of the smaller size of the teams, but due to the firm's wider global presence you never have to compromise the quality of the work. You get to experience the best of both worlds*

**Katya Farkas**

Associate, Life Sciences



## HR/ Admin

The team comprises of both Admin and HR expertise. We are responsible for the smooth running of the London Office and aim to be welcoming to our employees and help transition them throughout their career and Arnold and Porter.

## Research Services

Research Services operates as a global team of 25 professionals serving all A&P offices and handle every type of research request from simple document retrievals to complex legal research problems through their Virtual Reference Desk. Our Research Analysts also provide research training and serve as liaisons to practice groups and new attorneys.



*"I chose to join Arnold & Porter as an associate because I was attracted by the firm's reputation and commitment to pro bono. The quality of the work has been excellent and I have really enjoyed working with the firm's international offices. I am proud to work at firm that shares my values around pro bono and diversity & inclusion. These are real priorities for the firm; it understands that people perform best when they are free to be themselves at work."*

**Zeno Frediani**

Senior Associate, Antitrust



*"My training experience at Arnold & Porter was quite unique as I had spent the majority of it working from home due to the COVID pandemic. Despite the circumstances, I received excellent support and training during each seat and felt very much a part of the firm throughout the whole process. I worked on a broad range of exciting transactions in the life sciences and biotechnology sectors and have had significant responsibility advising and supporting one of the firm's major pharmaceutical clients on its supply of COVID vaccines to multinational governmental authorities, which made my training even more rewarding. I was also able to continue with my involvement in various pro bono and diversity initiatives, including mentoring sixth form students and leading the legal workshops for our annual social mobility work experience scheme. The combination of the firm's quality legal work and supportive environment is the reason why I am very excited to continue my journey as an associate in the Corporate team in September 2021."*

**Kardia Leung**

Associate, Corporate



# Corporate Social Responsibility

**‘The Firm has a long commitment to public service and the advancement of social justice. Through our pro bono programme and work in the local community we are proud of the contribution we make. We pride ourselves on having a welcoming and inclusive workplace, where everyone is comfortable being themselves.’**

— Kathleen Harris, head of the London office and co-chair of the firm’s Anti-Corruption practice and member of the Firm’s Diversity and Inclusion Committee.

As well as our commitment to Pro Bono, we are passionate about social mobility and social justice and encourage our people to volunteer their time and skills for the charities we support. Each year everyone is given one day a year of paid leave to volunteer in the community. In addition, employees are encouraged to fundraise for or donate to charities of their choice through the firm’s matched funding and payroll giving schemes.

Recognising that entering the profession can be difficult, especially for those from less advantaged backgrounds, the firm was a founding member of the Social Mobility Business Partnership.

Diversity is paramount to the firm. The London office is a vigorous supporter in every aspect to promote an inclusive, fair and ethical work place and we are committed to several initiatives to encourage and maintain Arnold & Porter’s diverse community of professionals.

The Firm has several firmwide affinity groups.

- Attorney Community Championing Our Racial Diversity (ACCORD)
- LGBTQ Group (Pride)
- Veterans and Affiliates Leadership Organization (VALOR)
- Women’s Initiative for Success and Empowerment (WISE)
- APCares: Supports parents and caregivers
- APSoloAlliance: Connects and supports those who are living alone or may feel isolated

These groups serve as support networks, help the firm identify strategies that support our diversity efforts and foster a stronger sense of community within the firm.

**‘Throughout my time at Arnold & Porter I have been impressed by the firm’s genuine commitment to diversity & inclusion. Being a member of the firm’s Pride network has given me a fantastic opportunity to build relationships with members of the network across the firm’s international offices and allowed me to give something back. I also mentor Law students from diverse backgrounds which I have found incredibly rewarding.’**

— Alastair Brown, Senior Associate, Antitrust



# Key Takeaways

## **Deadline for Training Contracts**

**31 July 2022**

## **Deadline for Summer Vacation Scheme**

**6 March 2022**

## **Application Location**

**[www.apply4law.com/apks](http://www.apply4law.com/apks)**

## **Contact Information**

**[london.graduate.recruitment@arnoldporter.com](mailto:london.graduate.recruitment@arnoldporter.com)**

**[www.arnoldporter.com](http://www.arnoldporter.com)**

**020 7786 2962**



## Contact us

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EC2N 1HQ

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[www.arnoldporter.com](http://www.arnoldporter.com)

020 7786 6100

## Online application form

[www.apply4law.com/apks](http://www.apply4law.com/apks)

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