

Hong Kong graduate recruitment application form:

Please complete our downloadable paper application form.
Note: Fields with an asterisk (*) are mandatory.

Preferences

(Please note you will need to apply for a training contract and vacation scheme separately)

Training contract*

Applying for a training contract?

Yes No

Preferences

Training contract September 2012

Training contract September 2013

Training contract September 2014

Vacation scheme*

Applying for a vacation scheme?

Yes No

Preferences

Winter: December 2011/January 2012

Summer (1): June 2012

Summer (2): July 2012

Winter: December 2012/January 2013

Personal profile

Title	First name*	Last name*
Initial	Preferred name	
Term address		
Street address*	Suburb/Town/Area*	
Region/Province/City	Postcode	
Country*	From date	To date

Home address

Street address*

Suburb/Town/Area*

Region/Province/City

Postcode

Country*

From date

To date

Contact details

Day phone*

Night phone

Mobile phone

Email

Contact details 2

Day phone

Night phone

Mobile phone

Email

Country of nationality

Country

Do you require a Hong Kong work permit*

Yes

No

Not sure

Education

Secondary education records

List of all public examinations taken (including those in which you were not successful of which you re-sat). If you have international qualifications please state the full name of the equivalent qualification in the relevant sections below and briefly explain the grading structure in the further information box below.

Course details

Name of secondary school

Month/Year started

Month/Year completed

Qualification*

Further information (if necessary)

Subjects - HKCEE, GCSE or equivalent

Subject name	Year	Result/Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Further information

Subjects - A-Levels, Highers or International Baccalaureate (or equivalent)

Subject name	Year	Result/Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Further information

Undergraduate education records*

Please enter your subject information exactly as recorded on your official transcript. You must include all completed subjects.

Course details

Name of university

Month/Year started

Month/Year completed

Qualification

Further information (if necessary)

Subjects

Subject name

Year

Result/Grade

1.

2.

3.

4.

5.

6.

7.

8.

9.

Further information

Postgraduate education

Course details 1

Name of university/college

Month/Year started

Month/Year completed

Qualification*

Further information (if necessary)

Course details 2

Name of university/college

Month/Year started

Month/Year completed

Qualification*

Further information (if necessary)

Course details 3

Name of university/college

Month/Year started

Month/Year completed

Qualification*

Further information (if necessary)

Languages

Please enter your languages, specifying your fluency and written ability for each

Language 1

Language 2

Oral fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Written fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Oral fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Written fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Language 3

Language 4

Oral fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Written fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Oral fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Written fluency

- Basic
- Intermediate
- Advanced
- Near native
- Native

Skills & achievements

International qualifications

If you have international qualifications, please state the full name of the equivalent qualification in the section below and briefly explain the grading structure (if you have not already done so in the Education section of this form).

Scholarships, university awards or prizes

Give details of any scholarships, university awards or prizes

Extra curricular activities and interests

Please outline your extra curricular activities and interests stating positions of responsibility and achievements*

Personal attributes

A.

As a lawyer at Herbert Smith you will be expected to respond positively to issues created by the constantly changing business environment. You will need to persuade others to accept your views/ideas. Describe a time when you have had to persuade others to adopt your recommended solution to a problem. How did you achieve this?

Personal attributes (continued)

B.

Identify a current commercial issue which has attracted your attention recently. Why do you consider it to be significant?

Personal attributes (continued)

C.

What is your personal motivation for seeking a career in commercial law?*

Personal attributes (continued)

D.

Is there any additional information you would like to add in support of your application (you may like to include details of gap years taken)?

Work experience

Please set out details of your work experience.

Please note dates are requested for completeness sake only and will not be used in the pre-selection process.

Organisation 1

Position From date To date Tick if current employer

Outline duties/responsibilities

Organisation 2

Position From date To date Tick if current employer

Outline duties/responsibilities

Organisation 3

Position From date To date Tick if current employer

Outline duties/responsibilities

Organisation 4

Position From date To date Tick if current employer

Outline duties/responsibilities

Have you ever applied to Herbert Smith before?

Yes No

If you have applied previously

Year:

Position applied for:

References

Please give details of your chosen referees. These should include at least one academic referee (eg tutor, director of studies) and your most recent work experience referee.

Referee 1

Title First name Last name

Organisation* Position*

Street address* Suburb/Town/Area*

Region/Province/City Postcode

Country*

Phone Fax Email

Tick if we can contact this person directly

Referee 2

Title First name Last name

Organisation* Position*

Street address* Suburb/Town/Area*

Region/Province/City Postcode

Country*

Phone Fax Email

Tick if we can contact this person directly

Do you have a contact at Herbert Smith?

Yes (if yes, please specify)

No

Disability

Please complete the following section. **This information is optional and will be removed from your application form before pre-selection and is used solely for monitoring purposes.**

Do you consider yourself to have a disability? (ie a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day to day activities).

Yes No

If yes, please indicate whether there are any particular steps that Herbert Smith should consider taking to assist you in our recruitment process in light of that disability.

Age

Please complete the following section. **This information is optional and will be removed from your application form before pre-selection and is used solely for monitoring purposes.**

My age falls into the following age bracket:

- | | |
|--------------------------------|--|
| <input type="checkbox"/> 19-24 | <input type="checkbox"/> 51-60 |
| <input type="checkbox"/> 25-30 | <input type="checkbox"/> 65+ |
| <input type="checkbox"/> 31-34 | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> 35-40 | <input type="checkbox"/> Decline to answer |
| <input type="checkbox"/> 41-50 | |

Gender

Male Female Decline to answer