



London Graduate Recruitment

Insight day April 2024 • Summer Vacation Scheme July 2024 • Training Contracts September 2026

Who We Are

100+

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

15

Offices in the US, EU, Asia and the UK

143

Lawyers ranked in *Chambers USA, UK, Global, Europe, Latin America, Greater China Region, and Asia-Pacific*

130+

Lawyers who have held positions in U.S. and European governments, and international organisations

121

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



| Introduction to Arnold & Porter

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 graduate opportunities 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



Sean Curran
Partner
Training Principal London Office



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
- Intellectual Property
- Corporate and Finance
- Commercial Litigation
- Data Privacy
- Debt Capital Markets
- Employment
- International Arbitration
- 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 2023

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



Legal 500 UK 2023

- 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



Training Contract at Arnold & Porter

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.

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.

Four, six-month seats from:

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

What do we look for in a Trainee Solicitor?

We recruit two years in advance therefore, to be eligible to apply for the Training contract commencing in 2026 you need to be in your penultimate year of study as a law student or in your final year of a non-law course.

"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

Trainee Solicitor 2020-2022, Associate, Life Sciences



We look for candidates with a consistently strong academic background, who have or are likely to achieve a 2.1 degree taking into account mitigating circumstances. 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.



Analytical skills



Team work



Responsibility

Recruitment process



Application form



Written assessment



Interview



Final interview with the managing Partner

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 July 2024. 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.

Key dates

Applications Open: 1st October 2023

Application Deadline: 31st May 2024

Salary and benefits

First year salary: £55,660

Second year salary: £59,290

NQS: £112,350

We review salaries annually to be competitive with market levels for equivalent law firms in London.

We will pay your fees for required courses after your undergraduate degree including a maintenance grant of £8000 for full-time study during the PGDL(conversion) and a grant of £12,000 for the Solicitors Qualifying Examinations (SQE).

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, cycle to work scheme, and an interest-free travel season ticket loan.

Apply now

The firm offers up to four training contracts annually. We are now taking applications for our September 2026 intake. If you are interested in applying for a training contract commencing in September 2026, please complete our online application form.

ONLINE APPLICATION FORM: 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 2024 summer vacation scheme and 2026 training contracts.



Summer Vacation Scheme

What to expect

We will be running a summer vacation scheme in July 2024. Students will spend up to two weeks working on a variety of projects and workshops with partners and associates throughout the office. You will have the opportunity to do tasks for partners and associates across our practice groups. You will also gain first-hand insights from our senior leaders about the culture of the firm, including presentations on the Pro Bono and DE&I work we do. There will also be training in presentation skills and the chance to use them by completing a firm-wide presentation with other vacation scheme students at the end of the scheme.

We recommend you apply for the vacation scheme as a way for us to get to know you, as well as a way for you to see if you like us as a firm. The direct Training route is available however as we recognize not everyone will be able to do a two week scheme due to work/ other commitments.

Recruitment process



Application form



Interview and written/research task



Summer vacation scheme



Final shortlist

Who can apply

You must be eligible to begin your training contract in the year 2026 to apply for the 2024 Summer vacation scheme. This means you need to be at least be in your penultimate year of study as an Law student and in your final year of a non-law course. If you've already graduated you're eligible to apply.

Key dates

Applications Open: 1st October 2023

Application Deadline: 14th January 2024

Scheme dates: 1st July 2024- 12th July 2024

Salary

Per week: £450

ONLINE APPLICATION FORM: 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 2024 summer vacation scheme and 2026 training contracts.



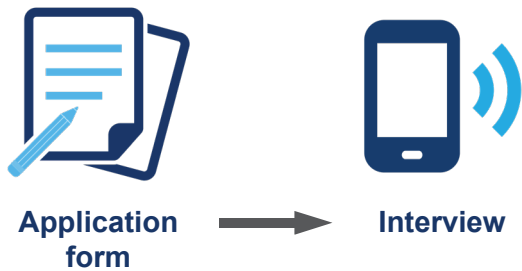
Insight day

We will be hosting two insight days, one on Wednesday 10th April 2024 and one on Wednesday 26th June 2024. Throughout the day you will participate in several interactive sessions and skills workshops to gain practical legal experience. There will also be an opportunity to network with our lawyers and current trainees who can provide you with an insight into what it's like to work at Arnold & Porter, an introduction to our core practice areas alongside advice from our graduate recruitment team.

Who can apply?

The two insight days are open to 1st year university students on both law and non-law university courses. Please apply to the day that is most suitable to you.

Recruitment process



For the April date please apply by 2nd January 2024 and for the June date please apply by 1st March 2024.

“Hearing more about the firm from both a junior and senior perspective was extremely helpful in gaining a deep understanding about the variety of work completed on a daily basis. My favorite part of the day was definitely the interactive elements, like the negotiation exercise and having the opportunity to ask the trainees questions. Similarly, the networking at the end was extremely beneficial in gaining an insight into the personalities integrated into the firm and how they influence the culture.”

— Katy Thompson
Insight day student 2023

“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.”

Kardia Leung

Trainee Solicitor 2019-2021, Associate, Corporate





London Office Practice Information

Life Sciences

We advise on UK and EU law relating to medicinal products, biotechnology, medical devices, cosmetics and foods, and assist clients in interpreting, and complying with, the relevant regulatory framework that surrounds the industry. We also represent clients in litigations against regulatory authorities and relating to product liability. The team includes a number of lawyers with scientific qualifications, including physicians. It is regularly ranked as one of the leading firms 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.

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.

"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



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

Our international arbitration group is widely recognised as one of the most experienced and successful worldwide. No other law firm in the world can match our winning streak in investment arbitration. Our arbitration practice group spans three continents and represents an impressive number of sovereign States, as well as private parties. In addition to being pre-eminent in investment arbitration, we also represent leading multinationals in international commercial arbitration. The core of our practice consists of representing our clients in adversarial proceedings, but we also advise them on non-contentious matters, including disputes prevention, negotiations, and investment structuring.

Investment Funds and Finance

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

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.

“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 Paurana

Senior Associate, White Collar Crime



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. 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, Associate - International Arbitration



Data Protection and Compliance

Our London data protection practice brings together experts from our employment, commercial, IP, media, technology, regulatory, competition, and litigation teams in London. They also form part of a much broader international Privacy, Cybersecurity and Data Strategy group operating across our London, Brussels, Shanghai, Washington, New York, Chicago, San Francisco, and Los Angeles offices, covering cross border privacy issues, including information security, incident response, emerging technologies, electronic surveillance, computer crime and data breach.

White Collar Defence

We advise corporates and individuals on how to handle regulatory and/ or investigations in relation to potential financial matters. We have also regularly provided training and advice in relation to a full range of investigative matters.



Pro Bono

We have a strong commitment to pro bono, including work on behalf of NGOs, charitable organisations, individuals and 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





FAQ's answered by our Trainees

Are you impressed with the quality of the work?

The exposure of work that I've had as a Trainee at Arnold & Porter has been excellent. As the only Trainee in the department, you're given a lot of responsibility from the get-go which makes the work you do far more interesting. I've been able to get involved in various matters and have also worked on exciting global transactions that have hit the news! Trainees are expected to do initial drafts and conduct research for the rest of the team, and there are plenty of times where Trainees are expected to manage projects without much involvement from anyone else. You get to experience a range of high-calibre work and given that the teams are fairly small, you are expected to hit the ground running from the moment you join!

How much say do you get in choosing your seats?

All trainees are asked to express which seat they would like to go into and the firm does its best to make it work. Before switching seats, I ensure that I have conversations with the team that I'm interested in joining to understand the type of work I'll be doing and whether they are able to take on a Trainee. The firm encourages an open discussion so that you can state your preferences very early on. I've been fortunate enough to be able to do the seats that I was interested in and always got my first choice, however this can be dependent on business needs. If a group is in need of a Trainee, it may be the case that you are asked to join that group as your next seat.

What are your hours like?

It can depend on how busy you are. I've had weeks where I've been able to consistently finish at 6-6.30pm and at other times, I've had to do a few extra hours in the evening. In my experience so far, I have been able to get most of my evenings to myself. The good thing is, if you are working late, it's likely your team is working late with you so it really is all hands on deck during the very busy periods. Having said that, if you do have evening plans, I'd say the best approach is to just communicate it to your team so that they're in the loop.

Do you feel supported during busier periods?

Absolutely! You're never going to be trudging away all by yourself whilst the rest of the team is having an early night in. As you work in fairly small teams, your colleagues are likely to know how busy (or not) you are - this means that you can manage your workload accordingly without feeling stretched for capacity as work comes in. People at the firm are also very approachable and responsive so you can lean on your colleagues for advice and support. You're always encouraged to ask questions, no matter how big or small, and there are also plenty of opportunities to wind down, even during busy periods such as at our weekly 'Garden Room'.



Can Trainees get involved with Pro Bono?

Arnold & Porter must be one of the few City firms where Trainees are actively encouraged to do Pro Bono work. The firm is renowned for its long-standing commitment to Pro Bono, which is reflected in the range of Pro Bono opportunities and the firm's attitude to Pro Bono work. As a Trainee, I have: worked with vulnerable individuals in desperate need of legal support; assisted charities on issues involving trusts and corporate law; and advised large organisations on the legal merits of their policy positions. In my experience, the firm's Pro Bono work gives you the chance to take on responsibilities that are sometimes harder to come by in billable work. The firm recognises this and I have never felt resistance from partners or associates whenever I wanted to volunteer for a Pro Bono matter. As an aside, every Arnold & Porter Trainee I know has spoken enthusiastically about their Pro Bono work and I'm sure they would echo my feelings. If you're passionate about Pro Bono, Arnold & Porter is certainly the place for you!

Does Arnold & Porter hold regular socials and events?

Despite being a small office, Arnold & Porter is a buzzy and sociable place to work. We always have summer and Christmas parties (except during the lockdowns, although we still had regular 'virtual' get togethers to include virtual cocktail/mocktail making!) where Future Trainees are invited, giving them the perfect opportunity to get to know people in a relaxed environment. The firm tries to include Future Trainees in social events as much as it can, and there are regular socials organised by Trainees that include Future Trainees as well. When I was a Future Trainee, I felt able to reach out to the Trainees with questions I had before joining. Every Thursday, the whole office gets together for the 'Garden Room', where the firm puts on drinks and nibbles for everyone to enjoy together. It's a lovely way to bring everyone together and it means that you always feel connected to your colleagues, whether you work with them on a daily basis or not. There's also a range of affinity groups within the firm that organise their own social events and meetings. Whatever your personality type or your interests, there will be things going on at Arnold & Porter for you!

Do you like the firm's culture?

It's very hard not to like Arnold & Porter's culture. The office has a friendly, relaxed atmosphere: it's genuinely the sort of firm where you can knock on a partner's door without having to worry at all about hierarchy. In line with that, it's also a deeply meritocratic firm. Generally, the lawyers will allow you to do work beyond the normal grade of a Trainee if you can showcase your ability. If you're proactive and enthusiastic, you can seize opportunities that may not be available to you at other firms and thereby rapidly developing the skills you need to succeed as an associate. If you're friendly, a good team player, and, of course, willing to work hard, you will do very well at Arnold & Porter!

What sets Arnold & Porter apart as a place to train?

As a Trainee at Arnold & Porter you work in small teams on high-quality, complex matters. That means that you are substantively involved in, and given responsibility on, fast moving and sophisticated work. I've found that this encourages you to think critically and take ownership of your work. Of course, that can be challenging, but it is also very rewarding and an excellent way to learn. Trainees at Arnold & Porter are very well supported by other fee-earners and the firm's excellent support staff, so it's never the case that you don't feel able to turn to someone for guidance or advice. In fact, you'll always hear senior people at Arnold & Porter talk about their own learning processes, which is hugely encouraging to hear as a junior.



| 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.



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.



Corporate Social Responsibility

As well as our commitment to Pro Bono, we are passionate about social mobility. Recognising that entering the profession can be difficult, especially for those from less privileged backgrounds, the firm was a founding member of the Social Mobility Business Partnership and a PRIME member. We also encourage our people to volunteer their time and skills for the charities we support and 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.

Diversity and inclusion are core values for Arnold & Porter. 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 also offers internships through the 10000 Interns Foundation.

The Firm has several firmwide affinity groups.

- **APCares:** Supports parents and caregivers
- **APSoloAlliance:** Connects and supports those who are living alone or may feel isolated
- **ACCORD:** Attorney Community Championing Our Racial Diversity
 - o **BLAC:** Black Lawyers of ACCORD Caucus
- **PRIDE:** LGBTQ+ Group
- **VALOR:** Veterans and Affiliates Leadership Organization
- **WISE:** Women's Initiative for Success and Empowerment

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.

'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*

'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, Counsel, Antitrust*

Key Takeaways

Deadline for the Insight day

2 January 2024 & 1 March 2024

Deadline for Summer Vacation Scheme

14 January 2024

Deadline for Training Contracts

31 May 2024

Application Location

www.apply4law.com/apks

Contact Information

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