

CONYERS

**Articles of Clerkship Training  
Programme**

## **ARTICLES OF CLERKSHIP TRAINING PROGRAMME**

Conyers can only be as good as the people we recruit and train. Therefore, we are committed to the recruitment, training and professional development of our pupils (Articled Clerks). We offer suitably qualified Caymanian candidates Articles of Clerkship training opportunities that assure professional experience in a range of areas. Our Articled Clerks will work in a stimulating and supportive environment with senior lawyers, many of whom are recognised leaders in their practise areas.

In Cayman Islands, the trainee contract is now for a period of 18 months. Throughout this time, Articled Clerks will receive regular appraisals in relation to their performance. In the first year, a trainee must complete a minimum of three seats (a seat just means a spell in a particular practise area). The corporate practise is the core of Conyers, but Articled Clerks will also have the opportunity to work in, Private Client & Trust and Litigation.

Upon successful completion of 18 months, Articled Clerks are called to the Cayman Islands Bar. Articles of Clerkship is not all work! There are social events organised so that our Articled Clerks can get together in an informal environment either to meet partners and lawyers, or to interact amongst themselves. Quarterly lunches are organised to provide an opportunity for partners, lawyers and Articled Clerks to mingle and meet members of other departments within the company.

We pride ourselves on our camaraderie and practice an “open door” policy encouraging dialogue and interaction between all those working in the company, and many of our lawyers see each other as friends rather than colleagues. We organise a number of social events including community service initiatives. We welcome suggestions from our staff for additional events and encourage participation throughout the company.

## **ARTICLES OF CLERKSHIP BENEFITS**

Articled Clerks at Conyers can expect to receive the following:

- Competitive Articles of Clerkship salary
- Competitive benefits package
- Exposure to international work and other jurisdictions

## **AFTER ARTICLES OF CLERKSHIP TRAINING PROGRAMME**

Newly qualified Associates can expect their training to continue throughout the rest of their career with us, as they will be mentored by senior lawyers who provide guidance and support for continued professional development.

Conyers has a presence in 6 jurisdictions across the globe practising the law of 4 different jurisdictions. Periodically our lawyers are offered secondments in our overseas offices, thus enabling them to gain increased exposure to international work and other cultures.

## **LAWYER BENEFITS**

Upon retention, new lawyers can expect to receive the following:

- Competitive starting salary
- Competitive benefits package
- Attendance at conferences, seminars and training courses arranged by a variety of organisations.

## **APPLICATIONS FOR ARTICLES OF CLERKSHIP**

Articles of Clerkship training application deadlines are rolling, you will hear back from us at least 4 to 6 weeks after submitting a complete application.

### **APPLICATION CHECKLIST**

- Completed application form
- Resume
- Copies of educational certificates and current transcript(s) – may be sent directly from the institution or enclosed with your application in a sealed envelope
- Two references (academic and character)

### **Completed applications should be submitted to:**

Articles of Clerkship Application  
c/o Keisha Syms, Human Resources Manager  
Conyers Dill & Pearman LLP  
P.O. Box 2681  
Grand Cayman KY1-1111  
Cayman Islands  
E-Mail: [CareersCayman@conyers.com](mailto:CareersCayman@conyers.com)

# ARTICLES OF CLERKSHIP APPLICATION

## SECTION A – Personal Information

Applicant's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth / Nationality: \_\_\_\_\_ Cayman Islands Status: Yes No

Cayman Islands Address: \_\_\_\_\_

Cayman Islands Home #: \_\_\_\_\_ Cayman Islands Mobile #: \_\_\_\_\_

Overseas Address: \_\_\_\_\_

Overseas Home #: \_\_\_\_\_ Overseas Mobile #: \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

Do you have any criminal convictions: Yes No  
If yes, please give specific details (attach additional sheets if necessary):

Do we have your permission to contact the police department for confirmation of the details noted above?  
If yes, please indicate your agreement by signing below.

**Signature:** \_\_\_\_\_

## SECTION B – GENERAL INFORMATION

Have you previously been employed by the company?                      Yes      No

If yes, please state the position held and dates of employment:

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Do you have any relatives currently employed by the company?                      Yes      No

If yes, please give employee's name and position held:

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Length of Articles of Clerkship sought?

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Intended Start Date (*day/month/year*):

## SECTION C – EDUCATION

*(Official transcripts should be forward to the Human Resources Department)*

Name of Primary School:

Years Attended:

Degree or Diploma Awarded?      Yes      No

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Name of Secondary School:

Years Attended:

Course of Study:

Degree or Diploma Awarded?      Yes      No

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Name of University/College:

Years Attended:

Course of Study:

Degree or Diploma Awarded?      Yes      No

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Name of University/College:

Years Attended:

Course of Study:

Degree or Diploma Awarded?      Yes      No

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Name of Qualifying Examination Institute:

Exam Date:

Result / Final Grade:

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**SECTION D – WORK EXPERIENCE**

*(List most recent position held first)*

1.) Name of Employer:

Position Held:

Address:

Telephone #:

Length of Employment: *From*

*To*

Reason for Leaving:

Leaving Salary:

Name, Title and E-mail address of person to contact for reference:

2.) Name of Employer:

Position Held:

Address:

Telephone #:

Length of Employment: *From*

*To*

Reason for Leaving:

Leaving Salary:

Name, Title and E-mail address of person to contact for reference:

**SECTION E – ACADEMIC / PERSONAL REFERENCES**

*(Please supply one of each to support your application)*

**ACADEMIC REFERENCE**

Full name of referee:

Occupation:

University / College:

Telephone #:

E-Mail Address:

**PERSONAL REFERENCE**

Full name of referee:

Occupation:

Telephone #:

E-Mail Address:

**SECTION F – ADDITIONAL DETAILS**

*(Please supply additional sheets, if necessary)*

1.) Give details about any voluntary /advisory work you have undertaken:

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2.) How did you hear about the Conyers Articles of Clerkship Programme?

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3.) Why are you interested in studying law and why are you seeking a Articles of Clerkship with Conyers?

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4.) Give any details that may be of interest to us:

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**SECTION G – CERTIFICATION AND AUTHORIZATION**

*I certify that the above information is true and correct and that, regardless of time of discovery, any false or misleading information provided may result in any offer of employment being withdrawn.*

*I understand that completion of this application or the granting of an interview does not constitute an offer of employment.*

*I authorize and give my consent for representatives of Conyers to obtain educational, professional and character references as needed for the purposes of assessing my competence and suitability for the position applied for.*

*I acknowledge that I have read, understand and agree to the above statements.*

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_