

CONYERS

CONYERS DILL & PEARMAN

Commerce House, Wickhams Cay 1

PO Box 3140, Road Town, Tortola

British Virgin Islands VG1110

T +1 284 852 1000

conyers.com

Training Programme

NEWLY QUALIFIED TRAINING PROGRAMME

Conyers Dill & Pearman 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 trainees. We offer suitably qualified Virgin Islander candidates post qualification training opportunities that assure professional experience in a range of areas. Our trainees will work in a stimulating and supportive environment with senior lawyers, many of whom are recognised leaders in their practise areas.

In the BVI, the trainee contract is for a period of twelve (12) months. Throughout this period, trainees will receive regular feedback in relation to their performance. A trainee must complete two seats (a seat just means a spell in a particular practise area) a duration of six (6) months each in our Corporate and Litigation & Restructuring Departments.

Pupillage isn't all work! There are social events organised so that our trainees 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 trainees to mingle and meet members of other departments within the firm.

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

NEWLY QUALIFIED TRAINEE BENEFITS

Trainees at Conyers Dill & Pearman can expect to receive the following:

- Competitive Trainee salary
- Competitive benefits package
- Exposure to international work and other jurisdictions

AFTER TRAINING PROGRAMME

Following the conclusion of the training programme, the trainee's overall performance will be reviewed and a permanent position at Conyers may then be offered. If such an offer is made, newly qualified Associates can expect their training to continue throughout the rest of their career with us, as they will be mentored for an initial three year period by senior lawyers who provide guidance and support for continued professional development.

Conyers Dill & Pearman 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 NEWLY QUALIFIED TRAINING CONTRACT

Newly qualified training contract 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
- Curriculum Vitae
- 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:

Newly Qualified Training Programme Application
C/o Human Resources Department
Conyers Dill & Pearman
Commerce House, Wickhams Cay 1
P.O. Box 3140
Road Town, Tortola
British Virgin Islands VG1110
E-Mail: careersbvi@conyers.com

NEWLY QUALIFIED TRAINING PROGRAMME APPLICATION

SECTION A – Personal Information

Applicant's Full Name:

Date of Birth:

Place of Birth / Nationality:

BVI Status: Yes No

BVI Address:

BVI Home #:

BVI 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:

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

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

Length of Pupillage sought?

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

Name of Secondary School:

Years Attended:

Course of Study:

Degree or Diploma Awarded? Yes No

Name of University/College:

Years Attended:

Course of Study:

Degree or Diploma Awarded? Yes No

Name of University/College:

Years Attended:

Course of Study:

Degree or Diploma Awarded? Yes No

Name of Qualifying Examination Institute:

Exam Date:

Result / Final Grade:

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

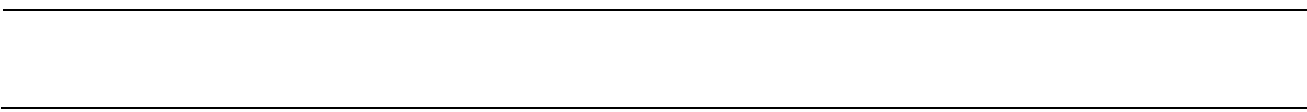
(Please supply additional sheets, if necessary)

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

2.) How did you hear about the Conyers Training Programme?

3.) Why are you interested in studying law and why are you seeking a Training Contract with Conyers?

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



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: