

ALLEN & OVERY

A career in law

A guide to application

Before you start filling out your Allen & Overy application form, here's a guide to help you through the process.

Data Protection Statement

The first screen you will see is our Data Protection Statement. Please read this and click the relevant button to confirm you are in agreement with this statement so that you can progress to the application form.

Start Dates

Please choose your preferred start date from the list provided.

Application Summary Page

The Summary Page records your progress through the application form and allows you to quickly access each of the featured sections. If sections have been fully completed you will see a blue tick in the right hand column. Some pages on the application form feature a tick box asking you to 'mark the section as complete'. Only tick this box once you have finalised your entries for this section, as you will not be able to update this information at a later stage. If you would like to return to this section to update information or check your answers before completing your form, click 'Save Answers' instead.

You can also log out of the system from this page. A link to the Summary Page can be found at the top of each page of the application form. There are 7 sections on the application form, as detailed below. Also ensure your voicemail is activated for any mobile number provided.



Main Details 1

Please provide up-to-date contact details, so we can get in touch regarding each stage of the process. You will be asked for a preferred mailing address. Please confirm the address where any postal correspondence (e.g. offer letters) should be sent. You will be able to provide an alternative address later in the form.

Education 2

Please enter the full names of schools/colleges and universities you have attended. Your academic qualifications and grades will be recorded in the next section of the form.

Qualifications 3

Please enter individual academic qualifications achieved from the age of 15 to the present day in this section. There are detailed instructions in this section, so please refer to these when completing your application. It is important that you provide us with full details of your academic achievements (including percentages for university grades where possible), as we will be unable to progress your application without this information. If we have to request further information from you at this stage, this will delay the progress on your application, so please provide as much detail as you can.

Work Experience 4

Please give full details of employment. Indicate if this was full-time, part-time, vacation work or a placement and provide details of specific responsibilities, experience and knowledge gained.

Languages 5

Please enter details of your language skills.

About You 6

This section features a number of questions about your interests and activities at university, your skills, and your reasons for applying to Allen & Overy. You will also have the opportunity to detail any mitigating circumstances and to include any further information to support your application. There is also a section for you to note any questions you would like to put to our interviewers, should you be successfully selected for an assessment day.

If you have a disability and would like to discuss any additional requirements that may need to be made during the selection process, please email alix.shepherd@allenoverly.com or telephone 020 3088 2640, to discuss your query in confidence.

Diversity 7

We ask all candidates to provide diversity-related information as part of our application process. This information is for monitoring purposes only and does not feature on your application form.

Once you have completed your application, click 'Submit' and the Allen & Overy Graduate Recruitment team will respond within 7 days. Referee details will be requested should you be successfully selected for interview. We ask all candidates to provide details of an academic referee. If you have any questions, please contact our team at: graduate.recruitment@allenoverly.com

Good luck with your application.