

**Conyers Dill & Pearman Limited**  
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BERMUDA  
BRITISH VIRGIN ISLANDS  
CAYMAN ISLANDS  
CYPRUS  
DUBAI  
HONG KONG  
LONDON  
MAURITIUS  
MOSCOW  
SÃO PAULO  
SINGAPORE



Conyers Dill & Pearman

## Pupilage Training Programme

## PUPILAGE TRAINING PROGRAMME

Conyers Dill & Pearman Limited 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 (trainees). We offer suitably qualified Bermudian candidates pupillage 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 Bermuda, the trainee contract is now for a period of two years. Throughout both years, trainees 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 trainees will also have the opportunity to work in Property, Private Client & Trust and Litigation.

Upon successful completion of one year, trainees are called to the Bermuda Bar. After qualifying, a trainee will then join one of our practise areas as an associate under the supervision of a mentor for an additional one year period.

Pupilage isn't all work! There are social events organised so that our trainees can get together in an informal environment either to meet directors and lawyers, or to interact amongst themselves. Quarterly lunches are organised to provide an opportunity for directors, lawyers and trainees 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 sporting competitions. We welcome suggestions from our staff for additional events and encourage participation throughout the company.

## PUPILAGE BENEFITS

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

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

## AFTER PUPILAGE TRAINING PROGRAMME

Following the conclusion of that first year as an associate, the trainee's overall performance will be reviewed and a permanent position at Conyers may then be offered. 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 Limited has a presence in 11 jurisdictions across the globe practising the law of 5 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
- Eligible for annual discretionary bonus
- Competitive benefits package
- Attendance at conferences, seminars and training courses arranged by a variety of organisations.

### APPLICATIONS FOR PUPILAGE

Pupilage 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
- 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 application should be submitted to:

Pupilage Applications  
C/o Human Resources Department  
Conyers Dill & Pearman Limited  
P.O. Box HM 666  
Hamilton HM CX  
E-Mail: [careers@conyersdill.com](mailto:careers@conyersdill.com)

PUPILAGE APPLICATION

SECTION A – Personal Information

Applicant's Full Name:

Date of Birth:

Place of Birth / Nationality:

Bermuda Status:  Yes  No

Bermuda Address:

Bermuda Home #:

Bermuda 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:
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Address:	Telephone #:
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Length of Employment:	<i>From</i>	<i>To</i>
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Reason for Leaving:

Leaving Salary:

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

2.) Name of Employer:	Position Held:
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Address:	Telephone #:
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Length of Employment:	<i>From</i>	<i>To</i>
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Reason for Leaving:

Leaving Salary:

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

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**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 Pupilage Programme?

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3.) Why are you interested in studying law and why are you seeking a pupilage 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: