

# GRADUATE TRAINEE SOLICITOR SCHEME



## ARE WE RIGHT FOR YOU?

Gordons is an ambitious, straight talking, commercial law firm based in Leeds and Bradford. Our great reputation means that our client base extends nationally and beyond. At Gordons you get to work with some fantastic businesses and well-known brands.

Our lawyers are bright, hardworking and committed to providing the best service to our clients. We want everyone who works here to contribute to our success, so we provide a supportive environment and opportunities for them to do so.

We offer all the benefits of working for a large, national firm, such as focussed career progression and a wide range of specialisms, alongside the friendly and down-to-earth ethos of a smaller firm, where you get to know everyone.

Being one of our trainees means that from day one you will be working with our clients, standing you in good stead for your future career with us.

## CLIENTS YOU COULD WORK WITH



CLOUD NINE®



## WHAT CAN YOU EXPECT FROM US?

The training contract lasts two years, during which you will complete four six-month seats throughout learning different specialisms including:

- Commercial Property
- Corporate/Commercial
- Dispute Resolution
- Employment
- Property Litigation
- Banking
- Construction
- Insolvency

### Training & Support

- Each trainee is allocated a mentor for the length of the training contract.
- For each seat you undertake, you have a supervisor to guide you and give regular feedback.
- Your supervisor will appraise your performance at the end of each six-month spell and advise your next supervisor as to how they can help you to reach your objectives and develop your skills.
- As well as on-the-job training, you will have the opportunity to attend internal and external seminars, covering technical knowledge as well as personal skills development.

### Marketing & Business Development

Our trainees are encouraged to get involved in the marketing and development of the firm.

This includes writing articles for the website and social media, representing us at business events.

You also have the opportunity to promote our training contract scheme to prospective trainees by helping and sharing your own experiences with students through networking events and mentoring at local Law schools and universities.

# TRAINEE SOLICITOR SCHEME



"I joined Gordons as a trainee and it has given me a rewarding and exciting career working for household names alongside fantastic people".



ANDY BRIAN  
Head of Commercial  
Joined Gordons as a  
Trainee in 2003

## BENEFITS AND SPONSORSHIP

As well as a competitive salary, our trainees are entitled to:

- 25 days holiday per year, plus statutory holidays
- A group personal pension
- Life assurance of 3 x salary, death in service benefit
- Employee Assistance Programme, providing information and advice on health and wellbeing topics, as well as 24 hour access to a counselling service
- Interest free season ticket loans for travel
- Perkbox app offering discounts on shopping, food & drink, entertainment and health & fitness
- Membership of the local Junior Lawyer Division, a social and educational network connecting junior lawyers in the region
- Up to £10,000 in sponsorship towards the LPC/SQE

## FACTS & STATS

Total number of staff	175
Number of partners	28
Number of assistants	88
Number of trainees	8
Partners who trained at the firm	50%
Solicitors who trained at the firm	43%

## SPORTS AND SOCIAL

We expect you to work hard, but we know that you have a life and commitments outside of work. Making sure that our people have a good work/life balance is a priority.

We want everyone to enjoy their time at work and get to know their colleagues. There are a firmwide social events and activities throughout the year including summer BBQs, Christmas parties and after-work events.

For those wanting to participate in sports, there are football and netball teams, and a lunchtime running club. For the more musically minded, you can join our band or attend the Workplace Choir.

## COMMUNITY

We know we can help the communities around us and are committed to doing just that. Each year our people nominate a new charity to receive our support.

A few of the charities we're happy to have helped include Centrepont Bradford, Age UK, KidsOut, Candlelighters, The Ear Trust and The Friends of Alfie Martin.

Our charity of choice this year is **Smart Works Leeds**. Its mission is to help unemployed women regain the confidence they need to succeed in interviews, return to employment and transform their lives.

So far our charity fundraising and volunteering have taken the form of a pub quiz, volunteering at their fashion sales, a 20-mile hike around Swinsty Reservoir and a bake sale for Eurovision organised by our trainees.

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## WEST YORKSHIRE – THE PLACE TO BE

West Yorkshire is a great place to live and work.

Lying at the heart of the UK, Leeds is acknowledged as one of the largest legal centres outside London. It is one of the biggest and most lively cities in the UK, housing a huge and thriving student population.

As well as being one of the country's enduring focal points for commerce and industry, it is now one of the country's finest spots for culture, nightlife and entertainment.

Diverse and full of surprises, Bradford is a proud city rich in history, with everything you'd expect from a modern city.

The region is also home to the National Media Museum and great theatres, with the UNESCO World Heritage Site of Saltaire on the doorstep and the beauty of the Yorkshire Dales not much further away.

**Find out more visit**  
[www.gordonsllp.com/careers](http://www.gordonsllp.com/careers)

## WANT TO KNOW MORE?

The best way to find out about Gordons is to come to our Insight Evening which is being held at **5.30 pm on 24 November 2022** at our Leeds office. This will give you the opportunity to meet trainees, partners and solicitors and hear some talks about the firm. To register your interest in our Trainee Insights Evening please email: [recruitment@gordonsllp.com](mailto:recruitment@gordonsllp.com)

You can also visit the careers pages of our website and read our trainee blog on the trainee solicitor pages.

### How do I apply?

- From 25 November 2022, we will be accepting applications for both our summer vacation scheme and training contract intake. Application is via an online form on our website

### Key dates for the application process:

- Vacation scheme deadline: **31 January 2023**
- Training contract only deadline: **30 April 2023**

For any enquiries, please contact us at [recruitment@gordonsllp.com](mailto:recruitment@gordonsllp.com)



# FREQUENTLY ASKED QUESTIONS



## **Q. How do I apply for the summer vacation scheme and/or a training contract?**

A. Application is via our online form, which you can access via our website;  
[www.gordonsllp.com/careers/trainee-solicitors/](http://www.gordonsllp.com/careers/trainee-solicitors/)

So that the recruitment process is fair, all candidates must apply via this form. CVs will not be accepted.

## **Q. What is the deadline for the application?**

A. If you are applying for a training contract via the summer vacation scheme then you will need to submit your application by **31 January 2023**. Applications received after this date and up to **30 April 2023** will be considered for a training contract only.

## **Q. I applied to Gordons last year... can I apply again?**

A. Yes, of course, but you will need to complete a new up-to-date application showing further experience.

## **Q. I don't have any legal work experience. Will this count against me?**

A. We appreciate that securing work experience can be as competitive as applying for a training contract, so don't worry if you haven't had the opportunity to do any legal placements yet.

Whilst these are a great way of putting theory into practice, any non-legal work that you've undertaken can also provide transferrable skills.

## **Q. Do you run any insight events?**

A. We will be holding an insight evening at our Leeds office on 24 November 2022 where you have the opportunity to hear from our partners and trainees about their Gordons journey, see our office and network with our staff in a relaxed environment.

To register your interest in attending please email [recruitment@gordonsllp.com](mailto:recruitment@gordonsllp.com)

## **Q. When should I start applying for a training contract?**

A. Recruitment for training contracts generally takes place two years in advance, which means that for law students, the earliest you can apply is during the penultimate year of your degree. Non-law graduates undertaking the GDL and SQE full-time can apply before starting their legal studies.

Whether you've got a law or non-law degree, you must have completed the LPC or SQE1&2 before you start your training contract.

## **Q. I've submitted my application but have additional work experience/exam results that I want to tell you about. Is it too late?**

A. Our application form enables you to make amendments after submission up to the closing date.

## **Q. Does it matter where I study the GDL/LPC/SQE or which electives I do?**

A. If you are already underway with your postgraduate legal studies then we don't mind which institution you choose to undertake your course.

If you are offered a training contract with us and are yet to start, then our law school of choice for postgraduate study is BPP Leeds where we are able to secure favourable rates.

With regards to electives, these are your choice but courses relating to commercial law are obviously preferable to help towards your training contract.

## **Q. Does Gordons offer any sponsorship?**

Yes, we offer our trainees up to £10,000 in sponsorship towards the LPC/SQE.

## **Q. I'm thinking of taking a gap year. Will this count against me?**

A. Not at all. It's what you do with the time that counts!

## **Q. Are there opportunities for paralegal work?**

A. Such opportunities arise on an ad-hoc basis and will be advertised on the general vacancies section of our website.

If you are interested in possible future paralegal vacancies and/or summer work, please forward your CV and availability to [recruitment@gordonsllp.com](mailto:recruitment@gordonsllp.com)

## **Q. Great! I've been offered a training contract at Gordons. What happens next?**

A. It may take up to two years until your training contract commences, but rest assured, we won't forget about you. As a prospective trainee, you will receive updates about the firm and be invited to social events so that, by the time you start with us, you will already know your fellow trainees and have met many of our partners and staff, helping to settle you quickly into life here.

## **Q. Any final tips?**

A. Make sure that you have completed all sections of the application fully, checking for spelling and grammatical errors. If you want to be a lawyer, attention to detail comes in pretty handy!