



Clarkson Wright & Jakes Ltd  
Solicitors and Notaries

*Careers that  
make sense*

“

*The most important asset of a law firm is its people and to ignore this would be reckless.*

”

**Jill Lawton**

Graduate Recruitment  
Partner

*The Firm*

*The People*

*The Training*

*The Average Day*

*The Recruitment Process*

CWJ is a leading firm of solicitors in Kent. Founded in 1875 and originally based in Lincoln's Inn, London, CWJ relocated to Kent in 1951. As you might expect from a firm whose reputation has been built up over five generations, our values are rooted in a strong tradition of integrity and service.

Although CWJ is one of the largest firms in the south east in one location, size in itself is not the deciding factor. What really matters is our people; their attitude as well as their legal talents. It is here that you will discover the difference with CWJ:

- approachable, enthusiastic professionals who take pains to understand our clients' needs;
- specialists who speak in plain English rather than "legalese"; and
- lawyers who work imaginatively and proactively with clients to protect their personal and business interests.

CWJ provides legal services (regionally, nationally and internationally) to private individuals, businesses & organisations.

With commercial clients ranging in size from sole traders to large public companies and other institutions such as schools, charities and medical practices, we have gained extensive experience of the legal issues faced by businesses and other organisations.

CWJ provides the quality of service and astute legal advice you might expect from a large London firm at regional prices.

At the same time, we remain very much a friendly firm. Many of our long-term private clients see us as family friends who can be relied on for well-informed, realistic advice on every aspect of their personal affairs.

**CWJ offers a broad range of services to clients and as a result trainees may find themselves in any of the following areas:**

### **Services for Businesses**

#### **Corporate & Commercial**

- *Initial public offers (AIM & PLUS)*
  - *Company sales & acquisitions*
  - *Management buy-outs & buy-ins*
- *Intellectual Property / IT / e-commerce*
  - *Terms and conditions of trading*
  - *Business start-ups and structure*
    - *Services to partnerships*
    - *Impact of European law*

#### **Commercial Property**

- *Freehold and leasehold*
- *Acquisitions and disposals*
- *Landlord and tenant legislation*
  - *Estate development*

#### **Commercial Litigation**

- *Disputes with customers*
- *Landlord and tenant disputes*
  - *Building disputes*
- *Boardroom/partnership disputes*
  - *Professional negligence*
    - *Debt recovery*
  - *Insurance matters*

#### **Employment**

- *Employment contracts & handbooks*
  - *Redundancy*
  - *Unfair dismissal*
  - *Discrimination*
- *Employment Tribunal claims*

#### **Medical Partnerships**

### **Services for Individuals**

#### **Liquor Licensing**

- *Applications*
- *Transfers*
- *Protection orders*

#### **Family and Matrimonial**

- *Divorce and judicial separation*
- *Financial settlements*
- *Mediation and reconciliation*
- *Arrangements for children*
- *Co-habitation*

#### **Guidance for the Elderly**

- *Community care legislation*
- *Safeguarding the family home*
- *Provision for long-term care*
- *Lasting Powers of Attorney*
- *Court of Protection applications*

#### **Personal Injury & Medical Negligence**

- *Accidents at work*
- *Road accidents*
- *Medical negligence*

#### **Wills & Estates**

- *Wills, tax and estate planning*
- *Administration*
- *Claims against estates*

#### **Private Client Disputes**

- *Claims under consumer contracts*
- *Claims under property law*
- *Employment Tribunals*
- *Professional negligence*

#### **Residential Property**

- *Freehold and leasehold*
- *Mortgages, transfer of equity*
- *Shorthold tenancies and letting*
- *Compulsory purchase*
- *Self-build projects*

## Don't Just Take Our Word for it. What Others Say...

### Chambers Recognition for CWJ Lawyers

**Corporate** – This Orpington based team continues to attract high-profile work. "They have very good business knowledge and are willing to take a stand on the commercial points". Sources say John Bowden is a "phenomenally intelligent lawyer with first-class property and corporate experience". Andrew Wright is praised by interviewees for being "an excellent communicator and trustworthy adviser" to many of the firm's prominent clients.

**Real Estate** – CWJ acts for corporate occupiers and GP practices across the South East. Clients are attracted by the firm's understanding of lease transactions and conveyancing issues. Sources say "They quickly get to the nub of an issue and work fast to come up with a solution. They break things down into language that non-lawyers can understand". Stephen Chubb "knows his stuff and is very good with clients". He advised on the recent sale of shares by the owners of Southend Airport. Associate Deepak Gupta "gives you a straight answer and his ability to command a meeting is particularly impressive", according to clients.

**Medical Partnership** – This seven-lawyer team acts for GPs, vets, opticians and dentists. It has recently advised on mergers of general medical services and personal medical services practices. It also has experience of handling age and disability discrimination cases. Department head Michael North is praised for his "practicality, approachability and frank discussions with clients".

**Employment** – This regional heavyweight offers clients advice on the full range of contentious and non-contentious employment matters. The group is well regarded for its work in the health sector and is acclaimed by clients for its responsive and personable service. William Addis is highly valued for his wide-ranging employment experience, and is described as "intellectually and technically very strong". He is highly regarded for discrimination and unfair dismissal claims. Rosalie Brennan wins praise for her thorough approach to disputes: "The service is great, and her preparation is detailed and comprehensive".

**Dispute Resolution** – This team handles a variety of commercial disputes, including boardroom disputes, professional negligence claims, debt recovery and landlord and tenant disputes. It recently defended clients against a £500,000 breach of warranty claim arising from the sale of their business. Jill Lawton is a leading figure in the practice.

**Personal Injury and Clinical Negligence** – David Greenhalgh of Clarkson Wright & Jakes Ltd is considered to be a "very efficient, very knowledgeable lawyer who gets on with a case with the minimal amount of fuss and pro-variation".

### What Clients Have to Say

"May I express my appreciation of your expertise and efficiency with this administration. You must have dealt with many agitated, not to say meddlesome, relatives in your job, but your forbearance is nonetheless impressive. My late aunt did well to choose CWJ to deal with her will."

"Claire was recommended to me by my corporate lawyer and over the past few months has proven to be absolutely brilliant. I can't recommend Claire highly enough."

"Thank you both very much for your exceptional attention to detail and efficiency in dealing with this matter. I really appreciate all the extra time and effort you put into negotiating with the vendor's solicitors to ensure that our very tight deadline was met. Your firm was highly recommended to me by a colleague and I would definitely have no hesitation to recommend CWJ to friends and family in the future."

"We would also like to take this opportunity to thank you most sincerely for your professionalism, efficiency, kindness and understanding throughout what could have been an even more distressing time but for you."

"It has been great having you all on my side and a true victory has been achieved together. You are all great professionals and very good and easy to work with."

"A special thanks for your personal commitment, hard efforts and push in seeing this deal through. Your good practical sense of business helped us do business."

"Thank you very much for your clear and helpful explanation. I was very impressed with your availability. If we still have any doubt, I will not hesitate to contact you. I hope to continue working with you in the near future and be sure that I will strongly recommend you to my colleagues in other opportunities."

We are proud to announce that Clarkson Wright & Jakes Ltd has once again been awarded the prestigious One Star Best Company Status which acknowledges the firm as a "First Class" employer. CWJ's 2010 listing in the Best Companies Guide confirms our spot as one of the top 400 companies to work for in the UK.



## PETER GIBLIN



### Senior Partner

Peter qualified in 1978 after completing his training contract with Clarkson Wright & Jakes and became a Partner

in the following year. He became Senior Partner on 1st January 2007. He is also a Notary Public.

Peter has always had a keen interest in local affairs, and is a past president of the Petts Wood Chamber of Commerce and of Bromley Borough Chamber of Commerce. Peter is a vintage MG enthusiast and owns a 1932 D-Type Midget known as Vera.

*“So few firms offer training contracts these days. This is not a good policy. Well trained, enthusiastic employees add high value to our firm and skill base, as well as contributing to the development of the profession generally.”*

## ANDREW WRIGHT

### Managing Partner



Andrew is the great great grandson of the founder of CWJ. He achieved First Class Honours

in the Law Society final exam and trained with a Holborn firm. Upon qualification, he worked with a major city firm before joining CWJ in 1989.

He was Managing Partner from 1993 to 2000 and then spent three years in industry in Hong Kong gaining international experience in IT and commercial law. On his return he once more holds the position of Managing Partner. Andrew is a freeman of the City of London and a Notary Public.

*“One of the key factors to the growing success of the firm is the culture that we have created; friendly, fun, flexible, yet professional. These are key attributes that we look for, not just in our trainees, but the entire staff as well.”*

**KATE ELLINGSWORTH**  
Solicitor



Kate joined us as a trainee after working with the firm as a paralegal. She has now qualified into our Estates and Administration Department.

*"I worked for the firm for about a year before I started my training contract. Initially, I was a paralegal in the Commercial Property department where I was involved in a wide range of transactions. On some files I was able to take control and oversee the transaction from start to finish. At other times I assisted the solicitors and partners on bigger, more complicated deals; I was asked to do work such as drafting leases, licences and agreements of sale, as well as liaising directly with the client and solicitors acting for the other party. I was given a lot of responsibility, but there was always someone around to provide help when I needed it.*

*During my training contract, my first seat was in the Commercial Litigation department. It was exciting to be working in a new department and learning new things.*

*"... CWJ places a lot of trust in its trainees ... We are given the opportunity to take on more challenging pieces of work, which gives us the opportunity to shine ..."*

*I think that CWJ places a lot of trust in its trainees. There really is an open door policy at the firm and I have never felt that I could not ask solicitors or partners for help. We are given the opportunity to take on more challenging pieces of work, which gives us the opportunity to shine."*

**LOUISE KENWARD**  
Solicitor



Louise joined us as a trainee and qualified into the Family department. She completed seats in the Commercial Property, Commercial Litigation, Corporate/Commercial and Family departments. Below, she describes the highlights of her training contract...

*"On my first day in our Corporate/Commercial department I flew to Hong Kong to assist a partner with the admission of one of his clients, NetDimensions (Holdings) Limited, on AIM, a subsidiary market of the London Stock Exchange. My role was to verify the contents of the Admission Document which involved collating and checking independent documentation that proved all statements made by the directors of the company.*

*One of the highlights of my seat in Commercial Litigation was attending a mediation involving a claim under the Inheritance (Provision for Family and Dependents) Act 1975. It was a great insight into how a mediator attempts to resolve the issues between the parties and the case did settle after several frustrating hours of negotiation.*

*Trainees at CWJ are also involved in many firm activities which is a great way to get to know everyone within the firm. As a member of our Social Committee I assisted with the organisation of our Christmas meal and took over the organisation of theatre trips for the firm. Trainees attend all seminars which is a useful way of gaining experience of liaising with clients and we also arrange First Friday which is a social gathering for the firm with drinks and nibbles on the first Friday of every month."*

**JILL LAWTON**

**Partner in Commercial Litigation and Graduate Recruitment Partner**



Jill obtained a law degree at Southampton University, followed by the Legal Practice Course at the Guildford College of Law. She completed her training contract at Hansell Stevenson (now Hansells) and moved to Clarkson Wright & Jakes after qualifying. She was promoted to associate in June 2004 and to Partner in September 2005.

*“One of the reasons why trainee solicitors want to train at CWJ is because of the good quality hands on experience they gain during their two years of training with us. In recognition of this, CWJ has been nominated by LawCareers.Net in one of its ‘Best Recruiter’ categories.*

*We are a fun and friendly, yet professional firm which has been granted “Investors in People” status, as well as having been recognised by the “Best Companies Guide to Employers”, gaining one star accreditation and narrowly missing out on two stars..*

*On joining the firm, trainees are allocated a mentor from the second year group of trainees. The mentor will be able to pass on any tips and answer any questions that the new trainee may have throughout their training contract.*

*During the training programme trainees will complete four six-month seats. During each seat, where possible, trainees sit with a partner, associate or senior solicitor. Regular reviews of progress are undertaken with a formal review at the end of each seat.*

*“... The firm’s supportive work environment and its dedication to providing personal development opportunities means that many of our staff prefer to stay and develop their careers within the firm ...”*

*Areas of work which might be covered in a training contract include corporate/commercial, employment, commercial property, commercial litigation, personal injury, medical*

*negligence, family and wills and administration of estates.*

*The firm’s supportive work environment and its dedication to providing personal development opportunities means that many of our staff prefer to stay and develop their careers within the firm rather than elsewhere. This includes a high proportion of our trainees who remain with the firm following qualification.”*

**NICK PACE**  
**2nd Year Trainee**

Nick joined us a trainee in September 2009. He read law at the University of Southampton and completed the LPC at the College of Law, Guildford. Nick is now in his 4th seat, and will be qualifying into the Commercial Litigation department.



*"I found out about CWJ through the rugby club that I play for, as the firm sponsor the 1st XV. I spoke to one of the partners who plays at the club and immediately got a good feeling about the firm.*

*After my first interview I went away thinking that this is the firm I want to work for. I was interviewed by two partners and there was an informal, friendly feel about it. I was made to feel welcome even though I had not been offered a job at that stage.*

*On the first day of my training contract, there was quite a lot of information to take in. New systems, new people, new job. At first it was a daunting prospect but the open door policy at the firm makes life easier, and if ever you have any questions, there is always someone available to help you.*

*My first seat was in Commercial Litigation. I got to sit in on a lot of client meetings and so was able to see how the initial first interview was conducted. I worked on several different files for different fee earners and typical work would include research, drafting initial letters of claim, drafting particulars of claim, drafting schedules of costs, and corresponding with the courts, the other side's solicitors, experts, and our clients. By the end of my seat, I had a lot more responsibility and had my own file on a debt recovery matter.*

*CWJ is a firm which offers trainees, and qualified solicitors, a good work life balance. There is also a social committee at the firm who organise regular get togethers for drinks and this is a great way to get to know everyone in the firm."*

**RACHEL HEARN**  
**1st Year Trainee**



Rachel read Law at the University of Kent and went on to complete the LPC at College of Law, Bloomsbury. After the LPC she spent her summer travelling in the Far East before starting her training contract in September 2010.

*"My first seat was in the Employment Department where my time was split between work of a contentious nature, where I would assist in and attend Employment Tribunal claims, and also non-contentious work, where I would draft agreements and provide commercially focused advice to businesses with legal issues.*

*"... CWJ prides itself on being a firm that is friendly and approachable, both to its clients and its staff ..."*

*On the first day of my training contract I went through the induction procedure with the other trainees. It gave us an opportunity to get to know each other better after having already met at social events; it made us feel as though we were all in the same boat.*

*The Managing Partner talked to us about the history of the firm and its work ethics. He explained that CWJ prides itself on being a firm that is friendly and approachable, both to its clients and its staff. After that the Trainee Partner gave us some practical tips as to how to manage our workloads at the firm and we were then taken out to a welcome lunch at the local noodle bar where we could chat about our backgrounds and get to know each other better."*

## **A Day In the Life Of A Matrimonial Trainee....**

- 08:40** Arrive at CWJ, rush to the kitchen for a much needed cup of tea and quick chat with fellow trainees.
- 08:45** Check my e-mails and review matters to be dealt with today.
- 09:00** I am assisting a partner with the preparation of a court bundle so I continue to collate documents to be included in the bundle and update the index. I liaise with the client to ensure that the information provided is up-to-date.
- 12:00** An associate in the department asks me to research pension attachment orders for one of her cases. I start my research and draft a research note.
- 13:00** Break for lunch - as it is Friday the usual crowd heads to the noodle bar.
- 14:00** Arrive back in the office having eaten too many noodles. Continue research and finalise my research note. E-mail note to associate along with the form and precedent paragraphs required for the order.
- 15:00** Telephone conference with counsel for next week's court hearing. Take notes and discuss with partner. Do some more work on the court bundle.
- 18:00** Having chatted to the associate about her client's options for the pension order, I fill in my training diary for the week. Another check of my e-mails and then I head home.

## **Our Pro Bono**

CWJ operates a pro bono scheme in the form of a Legal Advice Clinic to give those who are financially disadvantaged access to legal services. The scheme is run by the trainees (with supervision from qualified solicitors) and they are able to develop their legal skills while giving something back to the local community.

The Advice Clinic is operated in association with the charity LawWorks, and provides advice on areas such as debt recovery, bankruptcy, basic contract claims, family matters and advice to tenants and employees.

## **Our Social Events**

It's not all work at CWJ as the Social Committee and firm organise plenty of activities for staff and their other halves to get together. Summer balls, Christmas parties, and bowling nights have all been good fun, while on a slightly more healthy note, the firm runs circuits sessions once a week. Work is important, but there is no reason why it can't be fun as well.

## **Our Graduate Recruitment**

CWJ trainees are encouraged to get involved in the firm's graduate recruitment and regularly attend career days at local schools and attend law fairs and local student law society/law society events. CWJ trainees also play an active part in the summer vacation scheme.

## The Recruitment Process

### Who Should Apply?

We welcome applications from both law and non-law disciplines. Candidates should already have or expect to achieve a 2:1 degree or equivalent qualification.

We are looking for candidates who have high standards of achievement in their academic, work and personal life. We look for energy, initiative and enthusiasm from candidates who are keen and ready to accept early responsibility.

### The Application Process

It is our normal practice to interview for trainees approximately two years before the autumn in which the training contract is due to start. We require applicants to complete an application form which can be found on the graduate recruitment page of the CWJ website.

Our training vacancies for 2012 have been filled, although we are currently considering applications for autumn 2013. The deadline for applications is 15 August 2011.

Applications will be considered in late August/early September, with first and second interviews being held in September. It is hoped that offers can be made and appointments finalised by the end of September or the beginning of October. Application forms received after the deadline will only be considered in exceptional circumstances.

### Salary and Sponsorship

We offer a competitive market rate and benefits for a south east regional firm. In addition we offer sponsorship.

### Summer Vacation Scheme

The firm runs a formal summer vacation scheme where successful applicants are given the opportunity to gain a deeper understanding of the workings and practice areas of CWJ. The scheme runs for two weeks (usually in July) and will include careers talks and presentations and Q&A sessions from all departments within the firm.

Participants will have the opportunity to spend time in at least four departments and will also be assigned a task to carry out over the two week period which will culminate in the giving of a presentation. Applications for the scheme must be received by no later than 15 June 2011. If you would like to apply for a place on the summer vacation scheme, please complete the application form on our website.

### Apply now

If you would like to apply for a trainee position please complete the application form on our website. In the meantime, if you have any queries, please contact Hazel Downes by e-mail on [hazel.downes@cwj.co.uk](mailto:hazel.downes@cwj.co.uk) or by phone on 01689 887863.

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