



## Welcome and Thank You

Thank you for considering Baker McKenzie Wong & Leow for your internship opportunity. We are delighted by your interest and appreciate the time and effort you are investing in your application.

We have transitioned to a new recruitment portal. To support you through the process, we have created a comprehensive step-by-step guide to assist with each stage of your application.

## Before You Begin

We strongly encourage you to review this step-by-step guide, as it covers all sections of the application process. Familiarizing yourself with the guide will help you navigate each stage smoothly.

### Key Reminders:

- ✓ Take some time to prepare before you begin your application. Gather all necessary documents in a folder or on your desktop, and review the step-by-step guide so you know what to expect.
- ✓ Double-check and proofread your CV, transcript, and cover letter to ensure they are accurate, professional, and in the correct format and version before starting your application.
- ✓ When filling out the online application form, carefully review each detail you enter.
- ✓ Do a final review of your entire application before submitting.

## Application Process Overview

Please note that the application form consists of two parts:

- **General Information and Document Upload:** Complete your personal details and upload the required documents.
- **Job-Specific Questions:** Answer all mandatory questions related to the internship position.

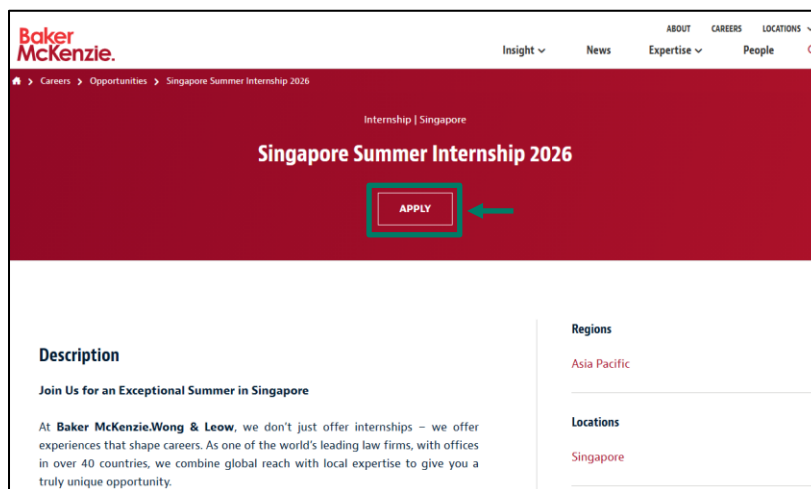
Your application will only be considered complete after you have answered the job-specific questions and clicked "Submit" on the second/final page. Upon successful submission, you will receive a confirmation email at your registered email address.

# Baker McKenzie Wong & Leow.

## Guide to applying for our Summer Internship Programme

### Access the Career Site & Internship Opportunity

- Visit the **Baker McKenzie Career site**.
- Locate “**Singapore Summer Internship 2026**” and click the “**Apply**” button.



### Start Your Application

- After clicking “Apply,” you’ll be directed to the job post page.
- Click “**From Device**”, then select and upload your CV  
*(\*Important! Ensure your CV is in PDF format and that it is the correct version. Once uploaded, you cannot change or re-upload your CV. If you need to make any changes, you will have to restart the entire application process.)*
- Click “**Continue**” to proceed.

A screenshot of the Baker McKenzie application form. The form is titled "Choose any option to apply" and includes a "LOG IN" button for already registered users. The main section offers three options to apply: "WITHOUT RESUME/CV", "COPY & PASTE RESUME/CV", and "FROM DEVICE". The "FROM DEVICE" option is highlighted with a green box and a green arrow. Below this, there is a "From Device \*" section with a "Choose File" button and a "No file chosen" message. A green box highlights the "CONTINUE" button, with a green arrow pointing to it from the right. The form also includes a "BACK" link at the bottom left.

## Review and Complete Your Information

- Some fields will be auto-populated based on your CV, but please review all details carefully and make any necessary corrections.
- Complete all required fields (marked with an asterisk\*).

### Your Information

Preferred names: The names you want to be known by. These may be the same as your legal names.

<b>Preferred First Name *</b>	<b>Preferred Last Name(s) *</b>
<input type="text" value="John"/>	<input type="text" value="Doe"/>

Legal names: The names used in your legal/official documents. These may be the same as your preferred names.

<b>Legal First Name *</b>	<b>Legal Last Name(s) *</b>
<input type="text"/>	<input type="text"/>
<b>Legal Full Name (per ID/Passport) *</b>	
<input type="text"/>	

<b>Current/Most Recent Job Title</b>	<b>Current/Most Recent Employer</b>
<input type="text" value="Intern"/>	<input type="text" value="ABC LLP"/>

<b>Contact Email Address *</b>	<b>Phone Number *</b>
<input type="text" value="xxxxx@gmail.com"/>	<input type="text" value="90866893"/>

<b>Location (Residence) *</b>	<b>State/Province/Region (Residence) *</b>
<input type="text" value="Select an option"/>	<input type="text" value="Select an option"/>
<b>City</b>	<b>Zip/Postal Code</b>
<input type="text"/>	<input type="text"/>
<b>Are you legally authorized to work in the location you're applying to? *</b>	
<input type="text" value="Select an option"/>	
<b>Will you now or in future require sponsorship for employment visa? *</b>	
<input type="text" value="Select an option"/>	
<b>Have you previously been employed by Baker McKenzie? *</b>	
<input type="text" value="Select an option"/>	
<b>How did you hear about this role? *</b>	
<input type="text" value="Select an option"/>	
<b>Are you a relative of a partner or employee at the Firm? *</b>	
<input type="text" value="Select an option"/>	
<b>LinkedIn Profile</b>	
<input type="text"/>	

Auto-filled if you have mentioned it in your CV. If not, you can fill it in accordingly.

**Don't fill** any job title or employer. The recruitment team will review your CV accordingly.

Auto-filled if you have mentioned it in your CV. If not, you can fill it in accordingly.

Please select "Yes" if you have interned with Baker McKenzie.Wong & Leow or any other Baker McKnezie offices.

## Provide Your Work Experience Details

## Enter Your Education Details


- Based on your CV, the platform will automatically populate your **education** details, so please review them carefully for accuracy.
- Indicate only the highest education level you have obtained or are currently pursuing. (e.g., Bachelor of Laws)
- You can edit the entry and information as needed.
- Start by specifying the location of your university, followed by its name.

For example:

- ❖ Singapore – National University of Singapore
- ❖ United Kingdom – University of Oxford

**Education**

Click 'Remove' to skip this section if not applicable

1  REMOVE

2

Location \*

Select an option

Institution/University/School \*

Select an option

Date Completed

-----

3


Degree Subject


Bachelor in Law

4

Degree Type \*

LLB

 ADD ANOTHER



If you are still pursuing your legal studies, you may choose to omit the "Date Completed".

Do not include any additional education details such as tertiary or secondary school information. The recruitment team will refer to your CV instead.

## Enter Your Language Skills

- Based on your CV, the platform will automatically populate your **language** details, so please review them carefully for accuracy.
- If it is not auto-populated, please indicate your language skill(s) accordingly.
- Add or remove entries as necessary.

### Language Skills

Click 'Remove' to skip this section if not applicable

REMOVE

Language \*

Select an option ▼

Speaking Proficiency \*

Select an option ▼

Reading Proficiency \*

Select an option ▼

Writing Proficiency \*

Select an option ▼

REMOVE

Language \*

Select an option ▼

Speaking Proficiency \*

Select an option ▼

Reading Proficiency \*

Select an option ▼

Writing Proficiency \*

Select an option ▼

ADD ANOTHER

## Select Skills, Areas of Interest & Upload Documents

- Based on your CV, the platform will automatically populate your **skills**, so please review them carefully for accuracy.
- If it is not auto-populated, please indicate your skill(s) accordingly. You can do so by typing keywords in the box to trigger the search function.  
*(\*Note: This field is optional. If you choose to complete it, please list between 10 and 20 skills.)*
- Please select your **Areas of Interest** from the dropdown menus.  
*(\*Note: This field is optional. To indicate your preferred Practice Group to intern in, please refer to the Job Specific Questions in the next page.)*
- Upload your **Cover Letter**, **Transcripts**, and any other supporting documents in PDF format.  
*(\*Note: If you do not upload your Cover Letter or last Transcript, we won't be able to consider your application.)*

The screenshot shows a web form with the following sections:

- Skills**: A box containing 15 skill tags: Arbitration x, Contract Law x, Corporate Governance x, Criminal Law x, Economics x, English x, Healthcare x, Injury x, Litigation x, Political Science x, Public Law x, Regulations x, Risk Management x, Writing x, Drafting x, Compliance x, Legal Research x, and Company Law x. A green arrow points from the text "List 10 – 20 skills" to this box.
- Areas of interest**: A dropdown menu with the text "Select an option".
- Upload cover letter**: A box with a "Choose File" button, the text "No file chosen", and "PDF Version". A green arrow points from the text "\*You must upload your Cover Letter." to this box.
- Upload transcript**: A box with a "Choose File" button, the text "No file chosen", and "PDF Version". A green arrow points from the text "\*You must upload your latest Transcript." to this box.
- Upload other document**: A box with a "Choose File" button, the text "No file chosen", and "PDF Version". A green arrow points from the text "Optional: Other certifications, testimonials or achievements" to this box.

Each of the three upload boxes is highlighted with a green border.

## Set Your Password & Data Privacy Consent

- Create a secure password following the provided guidelines.
- Tick the “**Data Privacy Consent**” box after reading the terms.
- Indicate your preference for being contacted regarding recruitment opportunities.

### Set your password

**Password \***  
Your password must:  
Have at least 8 characters.  
Have upper and lowercase letters, and at least one number and one symbol.  
Not contain any of your personal information.  
Not contain commonly used words.

**Password confirmation \***

**Data Privacy Consent \***  
☐ By clicking Submit, you confirm that you have read and agree to the terms of the **Platform Privacy Policy**; and (ii) the **Local Data Privacy Notice** for the location where the role is based. Please check the **Platform Privacy Policy** for further information regarding which Local Data Privacy Notice is relevant for you.

**Consent to be contacted regarding recruitment opportunities \***  
Please confirm if you would like us to use your information to contact you regarding future recruitment opportunities that may be of interest to you. You can unsubscribe at any time. Please see the Platform Privacy Policy above for further details.  

Select an option

SUBMIT

CANCEL

Review the Data Privacy Consent, and tick the small box if you agree to the terms before submitting your application.

Select “Yes – I want to be contacted about future recruitment opportunities.”

Click “Submit” to **proceed to the next page**, where you'll answer job-specific questions for this internship application.



## Job Specific Questions

- All questions displayed on the page are mandatory.
- Once you have completed them, please click “**Submit**”.
- If you want to review all your entries before sending, you can click on “**Previous**”.

Your Application Method

General Information

Job Specific Questions

Are you a Singapore citizen/ permanent resident? \*

Select an option

Are you currently enrolled in, or have you graduated from, a Local (Singapore) university or an overseas university? \*

Select an option

Which university are you currently studying at? \*

Select an option

Year of commencement at University \*

Select an option

Expected year of graduation \*

Select an option

Are you on course for an expected 2:1 or GPA of 3.50 (SMU) or equivalent? \*

Select an option

What is your first preferred area of Practice? \*

Select an option

What is your second preferred area of Practice? (if any)

Select an option

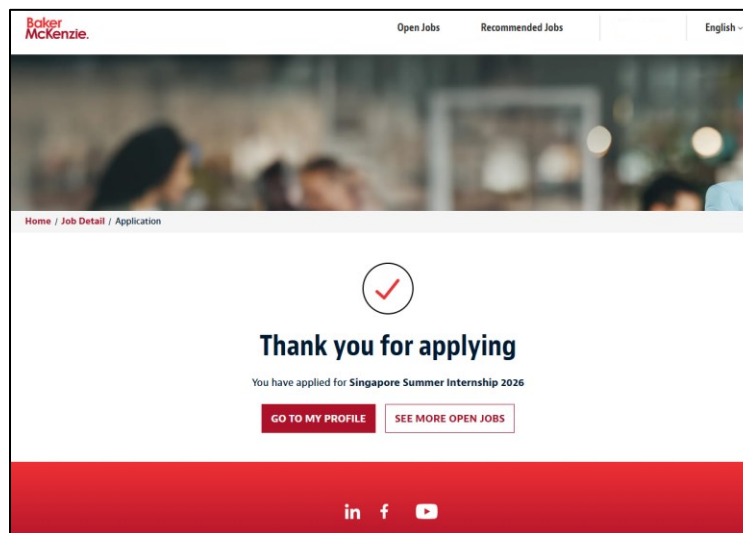
SUBMIT

PREVIOUS

CANCEL

## Thank You for Applying

- Once you have completed the application, you can either go to your profile to view your page or click on “See more open Jobs” to view the other vacancies.



## Confirmation Email

- After you submit your application, a confirmation email will be sent to your registered email address from [no-reply@legalfirmrecruiting.com](mailto:no-reply@legalfirmrecruiting.com).
- Please retain this email as proof of submission.
- If your application is shortlisted, our recruitment team will be in touch with you.

