

Baker McKenzie Wong & Leow.

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.

For any queries or technical issues, please contact:

Christine Dass – Christine.Dass@bakermckenzie.com

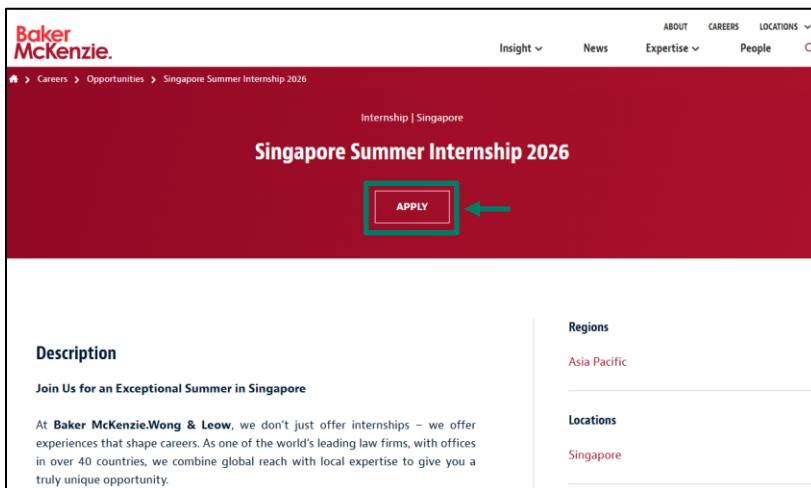
Weena Soh – Weena.Soh@bakermckenzie.com

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Guide to applying for our Summer Internship Programme

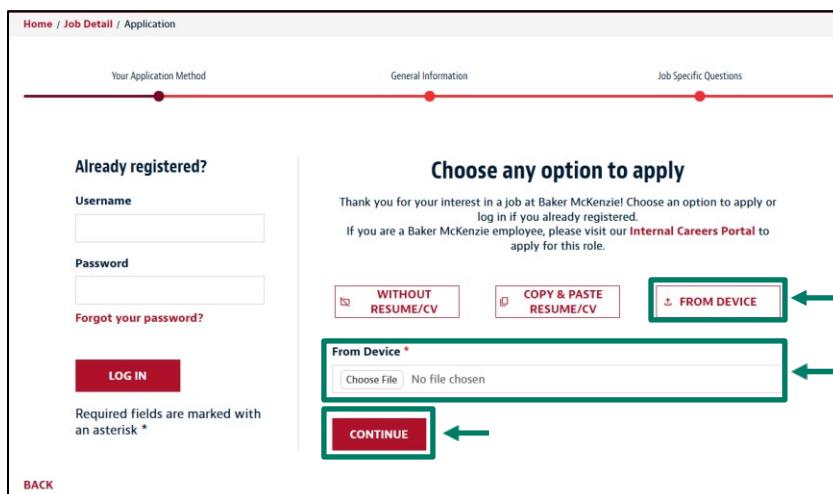
Access the Career Site & Internship Opportunity

- 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.



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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.

| | |
|------------------------|--------------------------|
| Preferred First Name * | Preferred Last Name(s) * |
| John | Doe |

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

| | |
|--------------------|----------------------|
| Legal First Name * | Legal Last Name(s) * |
| | |

Legal Full Name (per ID/Passport) *

Current/Most Recent Job Title Current/Most Recent Employer

| | |
|--------|---------|
| Intern | ABC LLP |
|--------|---------|

Contact Email Address * Phone Number *

| | |
|----------------|----------|
| xxxx@gmail.com | 90866893 |
|----------------|----------|

Location (Residence) * State/Province/Region (Residence) *

| | |
|------------------|------------------|
| Select an option | Select an option |
|------------------|------------------|

City Zip/Postal Code

Are you legally authorized to work in the location you're applying to? *

Select an option

Will you now or in future require sponsorship for employment visa? *

Select an option

Have you previously been employed by Baker McKenzie? *

Select an option

How did you hear about this role? *

Select an option

Are you a relative of a partner or employee at the Firm? *

Select an option

LinkedIn Profile

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 McKenzie offices.



Provide Your Work Experience Details

- Based on your CV, the platform will automatically populate your **work experience** details, so please review them carefully for accuracy.
- You can edit the entries, and or remove and information as needed.
- Fill in all required fields for each position (marked with an asterisk *).
- Only list past internships and current or former part-time or full-time positions.

Work Experience

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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

Degree Type *
LLB

ADD ANOTHER X

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.

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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 * | Speaking Proficiency * |
| Select an option | Select an option |
| Reading Proficiency * | Writing Proficiency * |
| Select an option | Select an option |

REMOVE

| | |
|------------------------------|-------------------------------|
| Language * | Speaking Proficiency * |
| Select an option | Select an option |
| Reading Proficiency * | Writing Proficiency * |
| Select an option | Select an option |

ADD ANOTHER

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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 user interface for an application form. At the top, there is a section for 'Skills' with a list of pre-populated tags: Arbitration, Contract Law, Corporate Governance, Criminal Law, Economics, English, Healthcare, Injury, Litigation, Political Science, Public Law, Regulations, Risk Management, Writing, Drafting, Compliance, Legal Research, and Company Law. To the right of this list is a callout box with the text 'List 10 – 20 skills' and a red arrow pointing to the list. Below the skills section is 'Areas of interest' with a dropdown menu showing 'Select an option'. Under 'Upload cover letter', there is a file input field with 'Choose File' and 'No file chosen', and a 'PDF Version' link. A callout box to the right says '*You must upload your Cover Letter.' Below this is 'Upload transcript' with a similar file input field and 'PDF Version' link, and a callout box saying '*You must upload your latest Transcript.' At the bottom is 'Upload other document' with a file input field and 'PDF Version' link, and a callout box saying 'Optional: Other certifications, testimonials or achievements'.

Skills

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 Company Law x

List 10 – 20 skills

Areas of interest

Select an option

Upload cover letter

Choose File No file chosen PDF Version

*You must upload your Cover Letter.

Upload transcript

Choose File No file chosen PDF Version

*You must upload your latest Transcript.

Upload other document

Choose File No file chosen PDF Version

Optional: Other certifications, testimonials or achievements

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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**

Click “Submit” to [proceed to the next page](#), where you’ll answer job-specific questions for this internship application.

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.”

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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**”.

The screenshot shows a section of a job application form titled 'Job Specific Questions'. At the top, there is a navigation bar with three tabs: 'Your Application Method', 'General Information', and 'Job Specific Questions'. The 'Job Specific Questions' tab is currently active, indicated by a red underline and a red dot. Below the tabs, there is a large green rectangular box containing several dropdown menus for selecting responses to specific questions. The questions and their corresponding dropdowns are as follows:

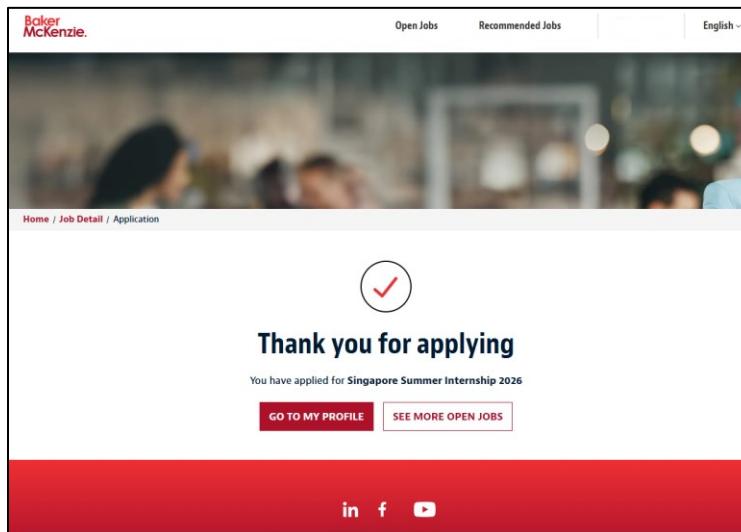
- Are you a Singapore citizen/ permanent resident? ***
Select an option
- Are you currently enrolled in, or have you graduated from, a Local (Singapore) university or an overseas university? ***
Select an option
- Which university are you currently studying at? ***
Select an option
- Year of commencement 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

At the bottom of the green box, there are three buttons: 'SUBMIT' (in red), 'PREVIOUS' (in a red box), and 'CANCEL'.

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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.
- Please retain this email as proof of submission.
- If your application is shortlisted, our recruitment team will be in touch with you.

