



One step
closer
to your CAREER in
LAW



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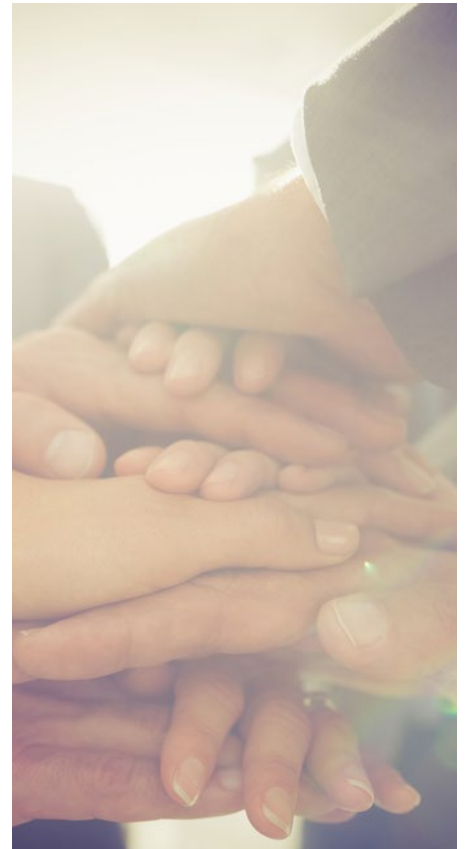
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Who Are We?

Nockolds Solicitors at a glance...



BISHOP'S STORTFORD | LONDON
Established 1831

2
offices

14
partners

140
staff

30
services



Darren Hayward

“If we look after our people they will look after our clients”



Welcome to Nockolds! I am the Managing Partner of the firm and I wanted to take this opportunity to tell you a little about us. Choosing the right law firm to apply to and deciding which is best for you can be slightly daunting; we have therefore put this brochure together focusing on the things you should definitely know about us.

Whilst we are a firm that has been around for over 180 years, it is during the last few years that Nockolds has grown significantly, and with two thriving offices in Bishop's Stortford and the City of London we are even more excited about our future plans... and that is down to our people.

For us, our members of staff are the most valuable assets we have. Training, developing and investing in our people is an absolute priority here. Our philosophy is very simple: if we look after our people they will look after our clients.

It is our 'one firm' culture which sets us apart from many other law firms and that is why we are fortunate to have attracted the most talented lawyers and have celebrated major client wins in recent years.

In addition to being included in the Sunday Times Best Companies to Work For three times we are also one of only a handful of law firms that has received the Gold Investors In People Award. Even more relevant to law students, are the accolades and awards received in recent years for our training contracts. In 2017 we were the proud winners in six categories in the leading law student guide for students, Lex 100, and having twice won the LawCareers.net annual awards for Best Recruiter, in 2017 we were nominated for the Best Trainer Award.

Investing time in recruiting and training our trainee lawyers has paid dividends and is invaluable spent. And, why? Well, we see our trainees as the future of the firm. We want to give our trainees the exceptional training they deserve so that they can become the talented lawyers they aspire to be and then take hold of the baton as the next generation. We want our trainees to feel part of Team Nockolds, to embrace our culture, to strive to serve our clients and to be inspired by our vision.

I hope this brochure gives you an insight into life with us and I hope that I have the pleasure of working with you.

Your Training With Nockolds

A training contract that encourages a hands on approach from the outset



We encourage individuality and drawing on previous experiences

We offer our trainees responsibility, exposure to the firm's business and clients, and a tailored training contract to ensure you are well prepared and equipped for life as a fully-rounded solicitor. All of our trainees are encouraged to handle their own caseload under the supervision of a Partner.

Making the choice to join Nockolds will provide you with opportunities to work with market leading professionals and clients across a range of industry sectors such as Property, Litigation and Private Client.

We are committed to ensuring that you have the opportunity to grow your client skills early in your career by providing you with access to clients in each part of the business you

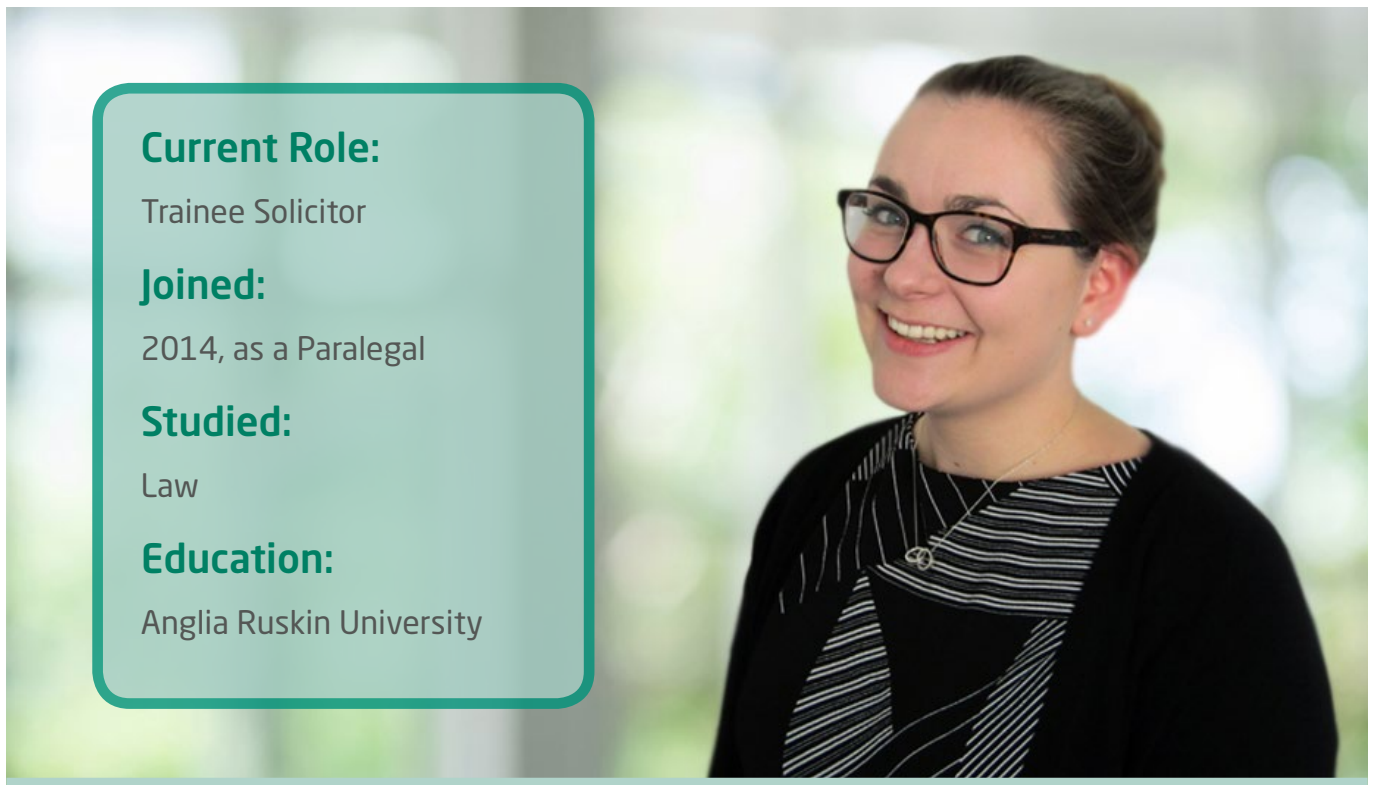
train within. This might include attending client meetings, participating in tenders and managing your own caseloads.

As a trainee at Nockolds you will work across a number of different parts of our business and we encourage and invite ideas on new ways of working so that we, as a business, can constantly improve.

We pride ourselves in recruiting trainees who have something different to offer. If you feel you have done something different and have an appreciated level of individuality, we would like to hear from you. We also like our trainees to have some experience in the law, whether this is by way of a vacation placement or other pro bono or work experience.

Kirstie Philpott

“Solicitors are painted as a hard-bunch but Nockolds bucks the trend”



Current Role:

Trainee Solicitor

Joined:

2014, as a Paralegal

Studied:

Law

Education:

Anglia Ruskin University

Why did you choose to apply to Nockolds?

I’ve lived in this area for nearly 20 years, so Nockolds was probably the first law firm I had heard of and I always held them in high regard. Its reputation is outstanding for offering easy to understand legal advice to clients with a friendly approach.

What did you make of the application process?

I was offered a Training Contract after working as a Paralegal in the Commercial and Property Litigation Team for 18 months.

What does your typical day involve?

I have a number of files which I have control over with the support of my supervising Partner, I am the first point of contact for the client on these and I deal with any issues which arise. I shadow fee earners in my department at client meetings and undertake the work required following instructions from the client as well as attending networking and marketing events in Bishop’s Stortford and London.

Has the training met your expectations?

The training here has far exceeded my expectations, the past 18 months have been the biggest learning curve in my education and career. Not only has my legal knowledge been expanded on but I have also enhanced my skills in time management, initiative, networking and communication.

Has anything surprised you about working at Nockolds?

Just how friendly and nice lawyers can be! Solicitors are painted as a hard-bunch but Nockolds bucks the trend, everyone really is so friendly and welcoming. There is a real open-door policy here and everyone is always happy to assist with any questions I have.

What advice would you give a potential trainee?

Embrace the application process and let your personality shine through, Nockolds want real trainees who can relate to their clients as well as being able to convey your knowledge in a comprehensible manner.

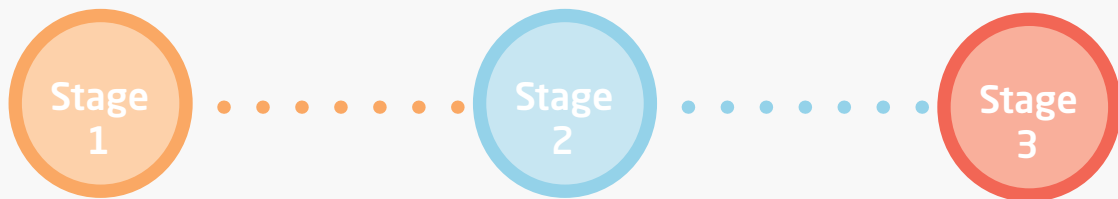


The highest
ranking law firm* in
the **Sunday Times**
100 Best Small
Companies to
Work For 2017

* Ranked 23rd

Your Application

Applications should be submitted by July in the year prior to the start date



Get to know us!

Take a look at our website
(www.nockolds.co.uk)

Speak to a member of our staff at a
careers / law fair

Connect with us on social media



Apply!

Applications should be made in
writing with a covering letter and CV
and sent to our HR department via
email at:

hrdept@nockolds.co.uk.

Or posted to:

HR Department, Nockolds Solicitors,
6 Market Square, Bishop's Stortford,
Hertfordshire, CM23 3UZ.

Your time to shine!

Shortlisted candidates are invited to
send in a YouTube video of why they
want to join Nockolds.

We would recommend that your
video is no longer than five minutes
in length.



Almost there!

Successful candidates will be invited
in for interview in October and the
interview process includes:

Formal interview with the HR
department and three Partners which
also includes a 10 minute presentation
on a legal case study

Lunch to meet other trainees, Partners
and Solicitors

Assessment afternoon to include a
debate and presentation

Experience us!

Six candidates are invited back to spend
three days in the firm. Each candidate
will spend half a day in each department
and will be given a legal task to
complete.

Join us!

All candidates will be notified by
October/November on whether they
have been successful or not and the
countdown can then begin until when
you join us!

Where Will You Sit?

Your training contract will be divided into four seats lasting six months in each Team



One **Compulsory** Seat in **Contentious Law**

- Family and Matrimonial
- Employment
- Commercial and Property Litigation



One **Compulsory** Seat in **Non-Contentious Law**

- Residential Property and Real Estate
- Wills, Probate, Tax and Trusts
- Commercial Property



Two **additional** Seats

Available in:

- Personal Injury and Medical Negligence
- Company Commercial
- International



We believe that our Trainee Solicitors are fundamental to the development and future progress of Nockolds.

With the support and supervision of the Partner in each department, all of our Trainees are encouraged to handle their own case load at an early stage.

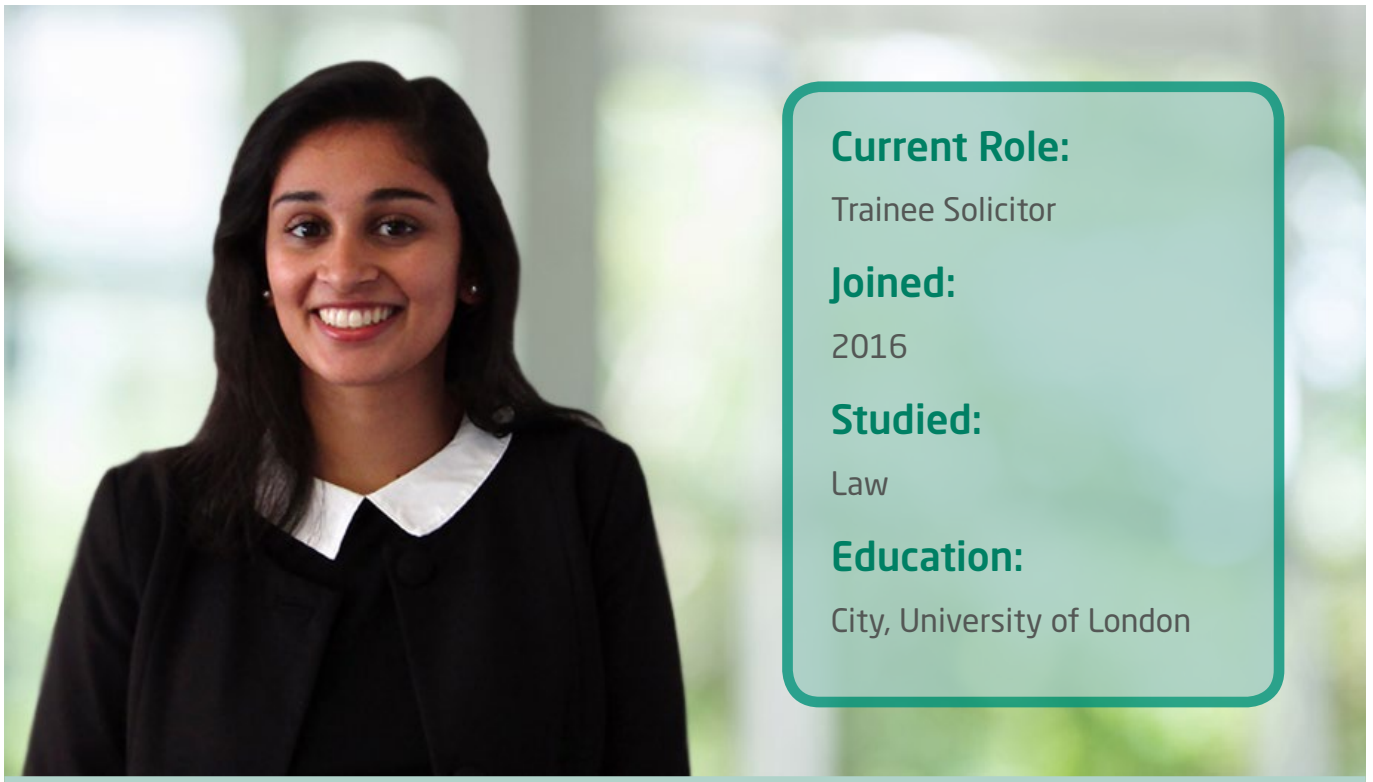


99% of staff said
that they feel
**proud to work for
the organisation***

* The Sunday Times 100 Best Small Companies
to Work For 2017

Tahsin Chasmawala

“Be yourself, be prepared to work hard but also enjoy everything the firm has to offer!”



Current Role:

Trainee Solicitor

Joined:

2016

Studied:

Law

Education:

City, University of London

Why did you choose to apply to Nockolds?

I applied to Nockolds as the firm has a number of practice areas which would allow me to have a varied and interesting training contract, with experience in a number of areas. I was also attracted by the fact that Nockolds has recently opened its London office, which indicated to me that it was a growing and diverse firm.

What did you make of the application process?

The application process was intense but allowed us to get to know and interact with people at all levels around the firm. It gave us a good insight into the friendly nature of the firm and also allowed us to get a feel of how working here might be like.

What does your typical day involve?

A typical day would involve getting involved with a number of different tasks and activities, from drafting documents to research. Trainees are also encouraged to attend as many client meetings and have as much client contact as possible.

Has the training met your expectations?

My training contract so far has definitely met my expectations. In most seats trainees are sat with a Partner in the department which helps us to learn and gather as much knowledge as possible from each area. Trainees are given responsibility to handle matters early on, but can always rely on their supervisors for support and advice.

Has anything surprised you about working at Nockolds?

I have been surprised by how approachable everyone at Nockolds is - it is a very friendly, welcoming firm! There are a number of social events throughout the year which is a great way to meet people from across the firm. Nockolds also encourages you to have a good work/life balance.

What advice would you give a potential trainee?

My advice for potential trainees would be to be yourself, be prepared to work hard but also enjoy everything the firm has to offer!

FAQs

Do you accept applications from non-law students?

Yes, we prefer to recruit a mix of candidates with strong academics.

Can first year university students or graduates apply for a training contract?

You should apply one or two years before you wish to start your training contract so it would be too early for first year students.

If I have previous legal experience, can it count towards my training contract?

Yes! We appreciate and understand that future potential trainees may have relevant previous legal experience and therefore all 'time to count' forms are considered during the training contract.

I wish to apply for paralegal work. Is this possible?

Yes, please send your CV to hrdept@nockolds.co.uk.

I have passed the Bar Vocational Course exams and wish to change direction to become a Solicitor. Would you consider my application?

Yes, just send your CV to hrdept@nockolds.co.uk and please explain your reasons for changing direction.





How do you feel about taking a year out?

We welcome applications from all types of people and if you wish to take one year out, consider the year you wish to apply for.

I haven't had any work experience yet in a law firm. Will my application be downgraded because of this fact?

No. We find that students often feel obliged to undertake vacation placements every year, or as often as they can, because it will look good on their CV. Vacation placements are good for you because they give you a good look at different firms. It also gives the firm a chance to interact with you. However, if you have done something else very interesting or challenging, we would like to see that on your CV.

Do you specify which electives trainees should take at law school?

No, you may sit whichever electives you prefer.

Do you have a preferred institution for the LPC/GDL?

No, we feel that this is your decision especially in terms of location.

Do you pay fees and maintenance grants?

No, unfortunately not.

Does the firm organise any social events?

Yes! Work at Nockolds can be demanding, so it's important that you enjoy yourself and we have a genuinely sociable and fun culture. Events are organised by the firm, social committee, and by individuals. To find out more about our social events, take a look at page 16.

What are the people like?

Unstuffy, friendly but very focused on their work. We have always sought to hire people who have personality and a sense of humour to go with the required skills and commitment. Everyone is pleasant to deal with and this makes a good working environment.

Adam Dunkley

"I expected to be pushed and to learn a lot on the job - I wasn't disappointed"

Current Role:

Trainee Solicitor

Joined:

2015 as a Paralegal

Studied:

Law

Education:

University of East Anglia



Why did you choose to apply to Nockolds?

Having been involved with the local rugby club from a young age I was always aware of Nockolds' presence in Bishop's Stortford (being one of the sponsors). When I found out that Nockolds had opened up an office in London it seemed like the perfect opportunity to join a firm that was developing quickly yet still holding on to its traditional values and culture.

What did you make of the application process?

Like any training contract application it was a challenge, however the interview days themselves were relatively enjoyable. It is always a nerve-racking experience going to interview days. However, everyone I met was friendly and approachable.

What does your typical day involve?

My typical day has changed over time. I still predominantly assist other solicitors and fee earners, however I am taking on more and more of my own caseload. I have aimed to work in

seats dealing with individuals as opposed to companies and so I spend a lot of time engaging with clients and helping them; whether that involves research, drafting or negotiating.

Has the training met your expectations?

I expected to be pushed and to learn a lot on the job - I wasn't disappointed. By the end of each seat I have felt like a part of the team and confident in my knowledge and speaking with clients.

Has anything surprised you about working at Nockolds?

Comparing Nockolds to any other firm (or company) it amazes me how open and friendly the firm is. Having worked for various other organisations, the culture and general atmosphere is refreshingly open and welcoming.

What advice would you give a potential trainee?

Say 'yes' to everything. Make the most of being able to try different things.



99% of staff
believe the firm
has a **strong social
conscience**

* The Sunday Times 100 Best Small Companies
to Work For 2017

It's Not Just About Work...

We're not just proud of what we do within the working hours



We're proud to say that we work hard inside of working hours, but we also know how to have a good time! We love spending time with each other so we hold regular social events to help encourage an equal work-life balance.

Whether we're going out for dinner, watching a show at the theatre or punting along the River Cam, we think it's important that we can share our life and experiences both inside and outside of the workplace.

Community and Charity

Each year Nockolds gives support to a charity through sponsorship and raising funds



We think it's important to be an active member in your community...

... which is why we support a different local charity every year; holding different fundraising events throughout the year to support the charity, raise funds and the charity's profile.

In the past, we have raised over £8,000 for our Charity of the Year by holding events such as quiz nights, Christmas and Easter raffles, bingo nights and charity balls. In addition to the events mentioned, we also undertake one challenging task a year which in the past has involved an epic walking challenge of 34 miles between our Bishop's Stortford and London office and the Yorkshire Three Peaks Challenge.

Not only this, but many of our staff members undertake charitable activities voluntarily. For example, in the past some of our staff members completed a cycle ride from London to

Paris to raise funds for the British Heart Foundation, run the gruelling Nuclear Race to raise funds for Kisses4Kids, the Great North Run for testicular cancer and Cancer Research's 'Race For Life' and 'Pretty Muddy' events to raise money and awareness of breast cancer.

We also have a green initiative to minimise the impact of our activities on the environment. With the support of our staff members we recycle paper and plastic waste, as well as batteries, mobile phones and printer cartridges and we aim to reduce our energy usage. In addition to this, we only ever send our marketing campaigns via email.



88% of staff said
that they
love their jobs.

* The Sunday Times 100 Best Small Companies
to Work For 2017

Do you have what it takes?

We have a reputation for excellence based on the high calibre of our staff



We are committed to ensuring that you develop the skills you need

We have a reputation for excellence based on the high calibre of our staff and a rigorous on-going recruitment process. Every year we review many applications, and short-list approximately 15 candidates for interview. From these we will eventually appoint two or three trainees a year.

We are looking for graduates with a **minimum 2:1** degree in any discipline and with excellent 'A' levels who aspire to be Partners and who are ambitious, highly motivated and positively welcome a professional challenge.

All applicants should be personable, self-confident and able to inspire confidence in clients. They should also demonstrate the intellectual rigour and strength of character necessary to

establish a firm foundation for a successful career.

Trainee Solicitors are part of our professional team and fundamental to the future progress of the firm. Initiative is expected and rewarded, and subject to ability Trainees will be entrusted with responsibility.

Although we make no formal commitment at the outset - nor ask for one - we encourage proven trainees to remain with us after training. We regard our trainees as the main source for our Solicitors, and, indeed, future Partners. Many of our present Solicitors, Associates, Principal Associates and Partners trained with the firm.



Bishop's Stortford Office

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Bishop's Stortford
Hertfordshire CM23 3UZ

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f: 01279 260047

e: enquiries@nockolds.co.uk



London Office

46 New Broad Street
London EC2M 1JH

t: 020 7294 7330

f: 020 7294 7329

e: enquiries@nockolds.co.uk



www.nockolds.co.uk

Bishop's Stortford



26 Miles

