



## New PA/Carer (Employee) Form

**\*\*\*Section 1 – to be completed by the Customer (the employer)\*\*\***

About the Customer (Employer)	Title (please circle)				Forename(s)		Surname			
	Mr	Mrs	Miss	Ms						
	Local Authority (please circle)									
	Thurrock		Cambridgeshire		Oxfordshire		Leicestershire		Personal Health Budget	
					Doncaster		Nottinghamshire		Hertfordshire	
	Email						Telephone No			
	Address (Including Postcode)									

Employee Rates of Pay	Employee's Start Date						Weekly Live-In Rate (£)						
	Weekday Rate (£)			Weekend Rate (£)			Bank Holiday Rate (£)						
	Hour	Overnight	Shift	Hour	Overnight	Shift	Hour	Overnight	Shift				
	Working Days												
Mon		Tue		Wed		Thu		Fri		Sat		Sun	

Type of Contract	<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary	
	<input type="checkbox"/> Casual (zero hours)		Start Date: _____ End Date: _____	

Signed				Date			
If you are signing on behalf of the Customer as their named representative, please confirm your name							
Forename				Surname			

**\*\*\*Section 2 – to be completed by the PA/Carer (the employee)\*\*\***

<b>PA/Carer (employee) Details</b>	<b>Title (please circle)</b>				<b>Forename(s)</b>			<b>Surname</b>		
	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>						
	<b>Address (Including Postcode)</b>									
	<b>Date of Birth</b>									
	<b>National Insurance No (if applicable)</b>					<b>If you are of pensionable age please enclose proof of your age (eg copy of passport, driving licence etc)</b>				
						<b>Yes</b>		<b>No</b>		
	<b>Email</b>						<b>Telephone No</b>			
	<b>Are you self-employed? (please circle)</b>					<b>If you are self-employed, you will also need to complete a Self-employed Statement Form</b>				
	<b>Yes</b>		<b>No</b>							
	<b>We require a completed P46 form as well as a P45 form if you have one. Please confirm these are enclosed with this form (please circle)</b>									
<b>Yes</b>					<b>No</b>					

<b>Bank</b>	<b>Bank/Building Society Name</b>									
	<b>Bank/Building Society Address (Including Postcode)</b>									
	<b>Name on Account</b>					<b>Account Number (8 digits)</b>				
	<b>Sort Code</b>					<b>Reference No or Building Society Roll No (only applicable to a Building Society Savings Account)</b>				
		-								

**Please Note: you are not employed by Purple - Purple processes your salary on the instructions of, and on behalf of, your employer (named in Section 1) if you have any queries related to your role and employment, you should discuss these with your employer**

<b>Signed</b>					<b>Date</b>				