

# New PA/Carer (Employee) Form

## Section 1 – to be completed by the client (the employer)

About the Customer (Employer)	Title (please circle)				Forename/s		Surname	
	Mr	Mrs	Miss	Ms				
	Local Authority (please circle)							
	Essex    Thurrock    Cambridgeshire    Oxfordshire    PHB  Other (please specify).....							

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		

## Section 2 – to be completed by the PA/carers (the employee)

PA/Carer (employee) Details	Title (please circle)				Forename/s		Surname		
	Mr	Mrs	Miss	Ms					
	Address (Including Postcode)								
	Date of Birth								
	National Insurance No. (if applicable)				If you are of pensionable age please enclose proof of your age (e.g. copy of passport, driving licence etc)				
					Yes		No		

**email.** [payments@wearepurple.org.uk](mailto:payments@wearepurple.org.uk)    **tel.** 01245 214016    **fax.** 01245 392329

**address.** Purple (Essex), Ivan Peck House, Ground Floor, 1 Russell Way, Chelmsford, Essex  
CM1 3AA

<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>		
<b>Customer (Employer)</b>				
	<b>If you are signing on behalf of the client as their named representative, please confirm your name</b>		<b>Forename</b>	<b>Surname</b>
<b>PA/Carer (Employee)</b>				