

## New PA/Carer (Employee) Form

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

<b>About the Customer (Employer)</b>	<b>Title (please circle)</b>				<b>Forename(s)</b>		<b>Surname</b>		
	Mr	Mrs	Miss	Ms					
	<b>Local Authority (please circle)</b>								
	Essex    Thurrock    Cambridgeshire    Oxfordshire    Personal Health Budget Other (please specify) .....								

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

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

### 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>		
	Mr	Mrs	Miss	Ms					
	<b>Address (Including Postcode)</b>								
	<b>Date of Birth</b>						If you are of pensionable age please enclose proof of your age (eg copy of passport, driving licence etc)		
	<b>National Insurance No (if applicable)</b>								
						Yes		No	

<b>PA/Carer (employee) Details</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>		
<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>						