

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)								
	Essex Thurrock Cambridgeshire Oxfordshire Leicestershire Personal Health Budget								
	Other (please specify)								
	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)*****

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 (eg copy of passport, driving licence etc)					
							Yes			No		
	Email						Telephone No					
	Are you self-employed? (please circle)						If you are self-employed, you will also need to complete a Self-employed Statement Form					
	Yes			No								
	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)											
Yes						No						

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

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

Signed	Date