

## New PA/Carer (Employee) Form

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

About the Customer (Employer)	<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    Leicester    PHB  Other (please specify).....							

Employee Rates of Pay	<b>Employee's Start Date</b>		<b>Pay rate (£)</b>	
	<b>Type of Contract</b>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Start Date: _____ End Date: _____ Casual <input type="checkbox"/>		

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

PA/Carer (employee) Details	<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>							
	<b>National Insurance No. (if applicable)</b>				<b>If you are of pensionable age please enclose proof of your age (e.g. copy of passport, driving licence etc)</b>			
					Yes		No	
	<b>Email No.</b>				<b>Telephone No.</b>			

**email.** leicesterpayroll@wearepurple.org.uk **tel.** 0116 44 22 368

**address.** Leicester Business Centre, 111 Ross Walk, Leicester, LE4 5HH

	<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>			

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