Communication to Applicants applying for Contractor Positions with the Virginia Department of Health

June 2, 2020

Basic Information about these positions:

These positions are a key element to the Virginia response to the COVID-19 pandemic. As such they are full time positions. They may require work in the evenings or on weekends. They may require the applicant to work on site in a local health department or work remotely. VDH cannot guarantee that every candidate can work remotely.

All positions require a background check.

We are not hiring staff for Arlington County or Fairfax County.

This is a new process and is now the only way candidates will be hired.

Unless you have already been selected and reached an agreement with a staffing agency, you must go through this process, even if your resume has already been submitted to VDH or to a staffing agency (or multiple staffing agencies.)

Process for Application
1) Each applicant must choose one staffing agency to represent them.

2) The current updated list of available staffing agencies can be found here on the VDH website.

3) Each applicant can only apply for positions through ONE agency.

4) Due to the volume of applications, each applicant should only apply for ONE position.

5) Each applicant will be required to sign a “Right to Represent” agreement with the staffing agency of their choosing. This locks the candidate in with that firm for the application and hiring process.

6) Once that agreement is completed the staffing firm will receive the applicant’s resume and ask the applicant a few specific questions:
   a. What date can you begin work?
   b. What specific locations in Virginia are you available to work? (understanding you may be required to be on site every day.)

7) Once you are selected for hire you will need to reach an agreement with the staffing agency you have selected.
   a. At this time, the staffing agency will collect information required for the Background Investigation.