



To protect the health and promote the well-being of all people in Virginia.

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.