

# HOW TO APPLY

Instructions for applicants applying for COVID-19 contractor positions with the Virginia Department of Health

*Updated: April 5, 2021*

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. This is our current process and is now the only way candidates will be hired. **All positions require a background check.** *We are not hiring staff for Fairfax County.*

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. If you are interested in these positions, please contact one of the companies and let them know you are applying for a COVID-19 position through the Virginia Department of Health.
2. Each applicant must choose one staffing agency to represent them.
  - a. The current updated list of available staffing agencies are below.
  - b. Each applicant can only apply for positions through ONE agency.
3. 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.
  - a. The staffing agencies offer individual benefits and have unique policies. Inquire with each agency to learn more.
4. Once that agreement is completed the staffing firm will receive the applicant’s resume and ask the applicant a few specific questions, including:
  - a. What date can you begin work?
  - b. What specific locations in Virginia are you available to work? (You may be required to be on site every day.)
5. Once you are selected for hire you will need to reach an agreement with the staffing agency you have selected. At this time, the staffing agency will collect information required for the Background Investigation. All positions are offered conditionally, meaning there must be a successfully completed background investigation.

**Thank you for your interest in these positions!**

## Staffing Agency Contact Information

Local Health Department (Local Level) Staffing Agencies:

### **Ajilon**

**Address:** 8200 Greensboro Drive, Suite 275, McLean, VA 22102

**Website:** <https://www.ajilon.com/>

**Point of Contact:** Mykaella Buchanan, Division Director

**Office Number:** 703.917.8770 **Mobile:** 703.501.4707

**Email:** [Mykaella.Buchanan@ajilon.com](mailto:Mykaella.Buchanan@ajilon.com)

### **Astyra Corporation**

**Address:** 411 E. Franklin St Suite 105, Richmond, VA 23219

**Website:** [www.astyra.com](http://www.astyra.com)

**Point of Contact:** Mary Alice Jackson, Account Manager

**Office Number:** (804) 433-1100

### **BizTek People, Inc.**

**Address:** 506 SW 6th Ave, Suite 1000, Portland, OR 97204

**Website:** [www.biztekpeople.com](http://www.biztekpeople.com)

**Point of Contact 1:** Tiffany Plummer Castellvi

**Office Number:** 503-550-0090

**Email:** [Tiffany@biztekpeople.com](mailto:Tiffany@biztekpeople.com)

**Point of Contact 2:** Sadhana Bharadwaj

**Office Number:** 646-905-5697

**Email:** [sadhana@biztekpeople.com](mailto:sadhana@biztekpeople.com)

### **Teksystems**

**Address:** 4951 Lake Brook Dr. Suite 200, Glen Allen, VA 23060

**Website:** [www.teksystems.com](http://www.teksystems.com)

**Point of Contact:** Garrett Whitmore, Division Lead

**Office Number:** 804.968.6046 **Mobile:** 804.405.6720

**Email:** [gwhitmor@teksystems.com](mailto:gwhitmor@teksystems.com)

Regional and Central Office (Regional and Central Level) Staffing Agency:

### **22<sup>nd</sup> Century**

**Address:** 220 Davidson Ave, Somerset, NJ, 08873

**Website:** <https://www.tscti.com/>

**Point of Contact:** Myra Smith Account Manager

**Office Number:** 571.431.1989

**Email:** [myras@tscti.com](mailto:myras@tscti.com)