HOW TO APPLY

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

Updated: September 1, 2021

These positions are a key element to the Virginia response to the COVID-19 pandemic. As such they may be 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. 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. You will be required to have a fingerprint check submitted within 7 days of hire. 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:

Astyra Corporation

Address: 411 E. Franklin St Suite 105, Richmond, VA 23219
Website: 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
Point of Contact 1: Tiffany Plummer Castellvi
Office Number: 503-550-0090
Email: Tiffany@biztekpeople.com
Point of Contact 2: Sadhana Bharadwaj
Office Number: 646-905-5697
Email: sadhana@biztekpeople.com

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

22nd 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