



EASTERN STATE HOSPITAL
4601 IRONBOUND ROAD
WILLIAMSBURG, VA 23188-2652
RECRUITMENT OFFICE: (757) 208-7717

Website to Apply Online: <https://viriniajobs.peopleadmin.com>

DIRECTIONS ON HOW TO COMPLETE & SUBMIT YOUR APPLICATION ONLINE

- ❖ Click **Create Account** on left side of the web page
- ❖ Click **Login or create an account**
- ❖ Complete Login Information and Contact Information
- ❖ Click **Create**
- ❖ Once logged in, on the left side of the website click **Search Postings**
- ❖ Click the arrow beside **Agency** – Select **Eastern State Hospital**
- ❖ Click **Search**
- ❖ Click **Apply for this job**
- ❖ Complete all Personal Information
- ❖ Click **Save Changes**, and Click **Next**
- ❖ Your page will say “Educational History”
- ❖ Click **Add Educational Institutions Entry**
- ❖ Complete Educational Information
- ❖ To add additional education click **Add Education Institutions**
- ❖ If you have completed the Educational History, click **Save Changes**, and Click **Next**
- ❖ Your page will say “Employment History”
- ❖ Click **Add Work Experience Entry**
- ❖ Complete Work Experience Information
- ❖ To add additional work experience click **Add Work Experience**
- ❖ Click **Next**
- ❖ Your page will say “References”
- ❖ Complete Reference Information (**3** References are **Required**)
- ❖ Click **Add References Entry**, for each additional reference listed
- ❖ Click **Save Changes**, Click **Next**
- ❖ Complete Additional Information
- ❖ Click **Save Changes**, Click **Next**
- ❖ You will be given an opportunity to **attach documents (Cover Letters/Resumes/CVs)**
- ❖ Click **Browse** – select where your documents are saved, select the document, click **Attach**

*Once completed, click **Certify and Submit**, check the check-box, enter your initials – click **Submit***

DIRECTIONS ON HOW TO APPLY ONLINE ONCE YOU HAVE AN APPLICATION ON FILE

- ❖ Click **Search Jobs**
- ❖ Search by **Agency – Eastern State Hospital (704)**
- ❖ Click **Search**
- ❖ Click **Title of Job Posting** you are interested in
- ❖ Click **Apply to this job**
- ❖ Answer or verify any information that it may ask
- ❖ At the completion of the verification process – click **Submit**

You should receive a confirmation number once you have completed these steps, if you DID NOT, your application was not submitted properly and you will need to go back through and reapply and/or submit.