



Travis County ESD No. 9

Westlake Fire Department

1301 S. Capital of Texas Hwy, Suite B-123, Austin, TX 78746

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www.westlakefd.org

To: Firefighter Hiring Process Applicants

From: Mike Elliott, Fire Chief, Westlake Fire Department

Date: January 13, 2017

Subject: Hiring Process Information

The Westlake Fire Department is now accepting applications for firefighter positions. We currently have one open position and we are planning a hiring process to establish a hiring list. The Westlake Fire Department has a 48 hour on-duty and 96 hour off-duty shift schedule.

The following are the minimum requirements for Firefighter. All candidates must meet all minimum requirements as of the date of written testing:

- Must be at least 18 years of age.
- Citizenship – U.S. (birth or naturalized).
- Must have a valid Social Security Card.
- Must be able to read, write and speak English.
- Have a current Driver's License and Motor Vehicle insurance.
- Have a High School Diploma, GED Certificate or College transcripts.
- Certified by the Texas Commission on Fire Protection as a Basic Firefighter.
- Certified as an EMT-B with the Texas Department of State Health Services.
- Pass a Medical Physical and Background Check.

A written exam will be held on **Saturday, March 4, 2017, 9:00 a.m.** at Hill Country Middle School in the cafeteria, 1300 Walsh Tarlton Lane, Austin, Texas 78746. The written test will be the National Fire Select Test (NFST). An NFST Candidate Orientation Guide is available from the Fire and Police Selection, Inc. for extra cost but not required. See the details on our website.

Candidates will be contacted by e-mail or phone to confirm they are testing. Please check our website for the latest update on testing information.

To be eligible for the Physical Agility Test all candidates must pass the written exam.

You may access the Department Application and related hiring process information on our website www.westlakefd.org on the Careers Page.

Please submit all paperwork **by mail** to PO Box 162170, Austin, Texas 78716 or **in person** at our office at Capital View Center, 1301 S. Capital of Texas Hwy, Suite B-123. The office is located in the building east of Fire Station 902. **Do not drop off applications at the fire stations.**

Applications must be RECEIVED at our Headquarters by 5 p.m. on Friday, February 10, 2017. We will not accept faxed or e-mailed applications. This will give our staff time to review applications and prepare for the written exam. You may submit your application by mail or in person.

If you have any questions please call 512-539-FIRE (3473) or e-mail us at careers@westlakefd.org and leave a message. A representative of the Department will return your call as soon as possible.

We hope you will join us on March 4, 2017 and we wish the best of luck to all applicants.