



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: David Wilson, Fire Chief, Westlake Fire Department

Date: October 19, 2021

Subject: Hiring Process Information

The Westlake Fire Department is now accepting applications for firefighter. The department is planning a hiring process to establish a hiring list with the anticipation to hire candidates the first quarter of 2022 as the department places a new response vehicle in service. 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 at the time of job offer:

- Must be at least 18 years of age.
- Able to work in the United States.
- 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, December 11, 2021, 9:00 a.m.** at Westlake High School in the Chap Court, 4100 Westbank Dr., Austin, Texas 78746. The written test will be the Fire Aptitude and Character Test (FACT). A FACT Candidate Orientation Guide is available from the Fire and Police Selection, Inc. for extra cost, but is not required.

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

To be eligible for the Physical Ability 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 2021 Hiring Process Link.

Please submit all paperwork **by mail** to PO Box 162170, Austin, Texas 78716 or **in person** at our district office at Capital View Center, 1301 S. Capital of Texas Hwy, Building B, 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 4:30 p.m. on Friday, November 19, 2021. 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 December 11, 2021 and we wish the best of luck to all applicants.