



# WESTLAKE FIRE DEPARTMENT

Travis County ESD #9  
1301 S. Capital of Texas Hwy, Bldg B, Suite 123  
Austin, TX 78746

Headquarters 512-539-3400  
Facsimile 512-327-2780  
P O Box 162170 Austin, TX 78716-2170

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To: Firefighter Job Applicants

From: Mike Elliott, Fire Chief, Westlake Fire Department

Date: April 27, 2015

Subject: 2015 Hiring Process Information

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The Westlake Fire Department is now accepting applications for firefighter positions. We currently have two open positions 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 schedule.

All candidates are required to have a minimum of:

- 18 years of age
- High School Diploma or GED
- Texas Drivers License
- Texas Commission on Fire Protection Basic Certification
- Texas State EMT Basic Certification (EMT A or I is preferred)

The written exam will be held on **Saturday, May 16, 2015, 9:00 a.m.** at Westlake High School in the Chap Room, 4100 Westbank Dr, Austin, Texas 78746. **To be eligible for the Physical Agility Test all candidates must pass the written exam.**

Please check our website for the latest update on testing information.

You may access the Department Application and Employee Benefits on our website [www.westlakefd.org](http://www.westlakefd.org) on the Career Page.

Please submit all paperwork **by mail** to PO Box 162170, Austin, Texas 78716 or **in person** at our office at 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 by 5 p.m. on Tuesday, May 12, 2015. 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](mailto: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 May 16, 2015 and we wish the best of luck to all applicants.