



# City of Key West

Office of Human Resources  
1300 White Street - P.O. Box 1409  
Key West, FL 33040

Telephone (305) 809-3714 / Fax (305) 809-3719  
Website: Cityofkeywest-fl.gov

SEP 7 1:28P

## Application for Employment

PLEASE PRINT

Date: 9/7/18

Name Zachary Spelios

Street 1403 Truman Ave #1

City Key West

State: FL

Zip Code: 33040

CELL PHONE: (305) 803-9310

EMAIL: Zspelios@gmail.com

How were you referred to us?

☐ Newspaper ad

☐ School

☐ On my own

☐ Current Employee

☐ Agency

☒ Other

Name of referral source: Father, (Louis Spelios)

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying: \_\_\_\_\_

Do you wish to work: ☒ Full time: ☐ Part time: ☐ Temporary? If part time, specify hours or days: \_\_\_\_\_

What is your minimum weekly salary requirement: 45,000

Date available for work: ASAP

Do you have any commitments to another employer that might affect your employment with us? NO

If applicable, do you have a driver's license: Driver license Florida 10/20/2019  
Type State Expires

### SKILLS

Typing speed 60 words per min. Typing test attached ☐ Yes ☒ No (Must be attached if required)

Years of Computer experience: 20 Type: \_\_\_\_\_

Software: Word, Powerpoint, Publisher, Excel, Photoshop

Business machines you can operate: \_\_\_\_\_

Other Equipment: \_\_\_\_\_

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,  
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER**

E-Verify Identification # 1007014

To be considered, a signed completed application AND a signed job description  
**MUST** be submitted to the Office of Human Resources

Revised 12/2016

**EDUCATIONAL DATA:**

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate
High School	Westminster Christian School	2009	High school diploma
	6855 SW 152nd St, Miami, FL 33157		
College	Florida International University	2016	B.A. International Business
	11200 SW 8th St, Miami, FL 33199		B.A. Management
Trade, Business, or Correspondence			
Other			

**GENERAL INFORMATION**

If hired, are you able to provide us with proof of identification and employment eligibility? ☒ Yes ☐ No

Have you ever been **CONVICTED** of a criminal offense? ☐ Yes ☒ No Date: \_\_\_\_\_

Place: \_\_\_\_\_ Nature: \_\_\_\_\_

(NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? ☐ Yes ☒ No If yes, when? \_\_\_\_\_

Have you previously been employed by the City? ☐ Yes ☒ No If yes, when? \_\_\_\_\_

In what position(s)? \_\_\_\_\_

Do you have relatives employed here? ☐ Yes ☒ No If yes, please list name(s) department(s) and relationship(s): \_\_\_\_\_

Person to be notified in case of emergency:

Name: Louis Spelias Telephone: 305-321-7701

Address: 1417 Catherine Street Key West, FL 33040 Relationship: Father

**REFERENCES**

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone
Jon Steffanaci		Business Owner	732-959-1125
Greg Sullivan	125 Topping Industrial Dr Key West, FL 33040	President of Waste Management	(305) 296-8297
Grant Portier		Liquor Ambassador	(561) 254-6798



**EMPLOYMENT HISTORY - List all employers**

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). **(PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.)**

EMPLOYED		Job Title <u>Manager</u>	Employer Name, Address, Telephone:
FROM: <u>1/17</u>		Supervisors Name/Title:	<u>Keys Restaurant Group</u>
TO: <u>4/13</u>		<u>Damian DeAngelis</u>	<u>First Flight, Bagatelle, A15</u>
		<u>owner/operator</u>	<u>115 Duval street, 305-296-6604</u>
YOUR SALARY		Duties: <u>Run day to day operations, provide exceptional</u>	
START	END	<u>Service, Inventory, Operating Reports, Maintain safe</u>	
<u>60,000</u>	<u>66,000</u>	<u>and Clean environment, liquor orders, payroll, HR</u>	
Reason for Leaving: <u>Starting own Business Venture</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYED		Job Title <u>Server/chef</u>	Employer Name, Address, Telephone:
FROM: <u>8/14</u>		Supervisors Name/Title:	<u>Sushi Sake Country Walk</u>
TO: <u>11/16</u>		<u>Ricardo Pacheco</u>	<u>15461 SW 137th Ave Miami, FL</u>
		<u>Manager</u>	<u>33186 (305) 218-1771</u>
YOUR SALARY		Duties: <u>Opened &amp; set up restaurant, fast exceptional Service</u>	
START	END	<u>clean safe environment, closed Restaurant</u>	
<u>\$6/hr</u>	<u>\$6/hr</u>		
<u>\$14/hr</u>	<u>\$14/hr</u>		
Reason for Leaving: <u>Finished school, moved to Fla</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYED		Job Title <u>Manager</u>	Employer Name, Address, Telephone:
FROM: <u>7/13</u>		Supervisors Name/Title:	<u>Randazzo's little Italy</u>
TO: <u>8/14</u>		<u>Mac Randazzo</u>	<u>329 Crandon Blvd suit 112</u>
		<u>owner</u>	<u>Key Biscayne, FL 33149 (305)-456-0440</u>
YOUR SALARY		Duties: <u>Ran day to day operations, Food &amp; liquor purchasing,</u>	
START	END	<u>payroll/HR, Budgeting, Financial Reports, Accounting,</u>	
<u>\$12/hr</u>	<u>\$52,000</u>	<u>event coordination, training employees, maintain safe</u>	
		<u>clean environment</u>	
Reason for Leaving: <u>More time for education</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYED		Job Title <u>Asst. Production Manager</u>	Employer Name, Address, Telephone:
FROM: <u>12/11</u>		Supervisors Name/Title:	<u>Rene Ruiz Design INC.</u>
TO: <u>7/13</u>		<u>Brad Rosenblatt</u>	<u>18143 Biscayne Blvd. Aventura, FL</u>
		<u>owner/president</u>	<u>33160 (786)-973-3380</u>
YOUR SALARY		Duties: <u>Facilitated incoming orders &amp; outgoing prod</u>	
START	END	<u>Production Management, payroll, opened a showroom</u>	
<u>\$14/hr</u>	<u>\$16/hr</u>		
Reason for Leaving: <u>Wanted an industry I</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<u>wanted to be in</u>	





## **MILITARY EXPERIENCE:**

Were you in U.S. Armed Forces? ☐ Yes ☒ No Branch: \_\_\_\_\_  
Dates of duty: From : \_\_\_\_\_ To: \_\_\_\_\_ Rank at Separation \_\_\_\_\_ Briefly describe your duties: \_\_\_\_\_

Are you a member of the National Guard or a Reserve Unit? ☐ Yes ☒ No Status: \_\_\_\_\_

Are you claiming Veterans Preference ? ☐ Yes ☒ No Are you a resident of the State of Florida? ☒ Yes ☐ No

If you are claiming Veteran's Preference you must provided the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a **DD-214**, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration of the Division, certifying that the veteran has a service connected disability.

**NOTE:** The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows: **"Veteran' or 'wartime veteran' is as defined in Section 1.01 (14), F.S. [Florida Statutes (2013)]. (a) The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility. (b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S."** If an applicant claiming veteran's preference for a vacant position believes he or she was not afforded employment preference in accordance with the law/rules, the applicant may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. A complaint must be filed within twenty-one (21) days after the notice of hiring decision, or within three (3) months of the date the application was filed with the employer if no notice of selection was given.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

*Strong leader, Quick learner*

## **AGREEMENT**

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.


I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.

  
SIGNATURE OF APPLICANT

*9/7/18*  
DATE

	<b>THE CITY OF KEY WEST Job Description</b>	<b>CONTRACT POSITION APPOINTED BY CITIZENS REVIEW BOARD</b>	
		<b>DATE OF REVISION</b>	<b>08/2018</b>
<b>POSITION</b>	<b>EXECUTIVE DIRECTOR</b>	<b>ANNUAL SALARY</b>	<b>\$45,000.00</b>
<b>DEPARTMENT</b>	<b>CITIZENS REVIEW BOARD</b>	<b>GRADE</b>	<b>C01</b>
<b>JOB CODE</b>	<b>43275</b>		<b>No Benefits</b>

**REPORTING RESPONSIBILITIES:**

- Reports directly to Citizens Review Board.

**GENERAL FUNCTIONS:**

- The CRB is an independent board with authority to review and/or investigate complaints involving the Key West Police Department. Executive level position that will direct major operations of the CRB including supportive services, records and information production/management and communications with City of Key West, KW Police Department, various State/Local agencies and the general public.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to perform the duties of the job.
- Able to work a forty (40) hour workweek with additional hours as necessary.
- Must be available for regular and special meetings.
- Able to use equipment and materials as specified in job description.
- Computer literate and keyboard/mouse proficient.
- Bachelor's degree from accredited institution.
- Qualified applicant must be resident of Monroe County.

**EQUIPMENT TO BE USED:**

- Personal computer and related software and office machines—fax, telephone, copier.

**ENVIRONMENT:**

- Majority of work to be done in air-conditioned and non-air conditioned buildings.

**PHYSICAL REQUIREMENT:**

- Sitting 60%
- Standing 15%
- Climbing 5%
- Bending 5%
- Reaching 5%
- Walking 5%
- Lifting 5%

**DUTIES/TASKS/JOBS:**

- Directs the major program area of the CRB.
- Develops, reviews and presents reports, studies and research relating to the CRB operation and at the direction of the Board.



- Administers, interprets and explains policies, rules, regulations, and consults with legal staff.
- Secures and directs supportive staff to ensure continuing operations.
- Consults with related agencies and other private organizations.
- Solves problems by implementing corrective action.
- Heavy contact with the public.
- Requires excellent people skills and be able to handle difficult/sensitive matters in an appropriate and professional manner.
- Organizing, planning and prioritizing.
- Provides consultation and advice to others.
- Analysis of data or information.
- Processes information.
- Making decisions and solving problems.
- Getting information needed to do the job.

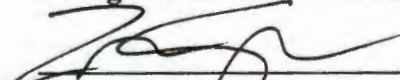
**REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:**

- Ability to coordinate
- Writing skills
- Fair judgment and decision making
- Reading comprehension
- Time management (scheduling)
- Public speaking
- Information gathering
- Social perception awareness
- Cultural/Ethnic sensibility
- Administrative and management skills
- Law, Government and Jurisprudence.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

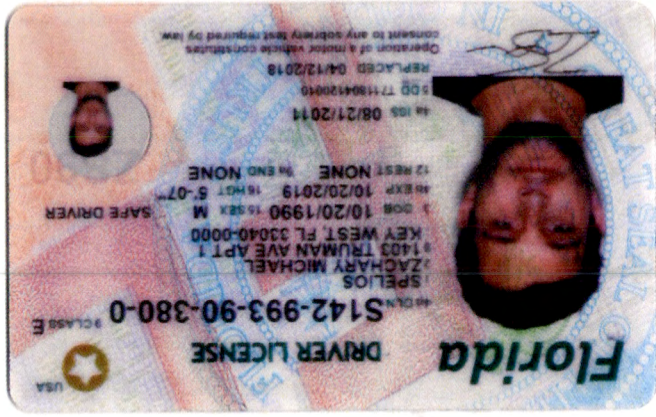
I Zachary Spelios, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the Citizens Review Board.

  
Applicant Signature

9/4/18  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION/ VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

Apply at: City Hall, Office of Human Resources  
1300 White Street  
Key West FL 33040  
Telephone: (305) 809-3714  
Fax: (305) 809-3719





**Driver License Check**

As of Sep 11, 2018, at 9:07 AM driver license number **S142-993-90-380-0** is **VALID**.  
This license is a Class **E**. Restrictions are [\(NONE ON RECORD\)](#). Endorsements are [\(NONE ON RECORD\)](#). Motorcycle  
endorsements are (NONE ON RECORD).  
Expiration Date is **Oct 20, 2019**. You may purchase a [driver history](#) via mail or electronically.

You must renew your driver license in person at an office because your previous renewal was by convenience method (by phone, on-line or mail). You can renew within 18 months of the expiration date. Please visit [GatherGoGet.com](#) before your visit. If you are currently active duty military or spouse or dependent residing with the military personnel, stationed outside of Florida and want to renew your driver license by mail, click [here](#) to download the military renewal packet.

You are eligible for Driving School Election. Information regarding Driving School Election can be found at the [HSMV Home Page - Driver License - Driving Courses](#).

**Your Personal Information in Florida motor vehicle and driver records is blocked in accordance with the [Driver Privacy Protection Act](#).**

Your Social Security Number has been verified. Thank you.

When you check your license by entering the number above, if it shows "**VALID**" it simply indicates that the department has already received information and cleared your record. You may disregard any notice you received and print the response as your latest official receipt from this agency.

[Would you like to look up another record?](#)

1.024

Sorry, could not find any records that meet your search criteria.

## Search the M.C.S.O. Arrest History



Please enter the (full or partial) last name of the person you are looking for:

OR

To help narrow your search, please enter all or part of the first name AND the (full or partial) last name of the person you are searching for:



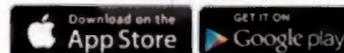
The Monroe County Sheriff's Office is a state and federally accredited law enforcement agency.



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### Accessibility Policy

Keyssso.net is committed to providing access to all individuals—with or without disabilities—seeking information on Keyssso.net. To provide this information, we've built Keyssso.net to conform to American with Disabilities Act (as amended). The ADA requires that all individuals with disabilities have access to, and use of, information and data comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on us.

If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty accessing information on Keyssso.net, please contact us and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. We'll contact you and attempt to provide the information you're seeking.

You may contact us by telephone at (305) 292-7000 or via email [web@keyssso.net](mailto:web@keyssso.net).

### Links to Third Party Websites

Some pages on this website may contain links to third party sites not operated by the Monore County Sheriff's Office. These sites may not adhere to ADA standards. The Monroe County Sheriff's Office is not responsible for the content and accessibility of those sites, their partners, or advertisers.

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<http://www.dc.state.fl.us/index.html>

Florida Department of Corrections  
<http://www.dc.state.fl.us/index.html>



Rick Scott, Governor

Julie L. Jones, Secretary

"Inspiring Success by Transforming One Life at a Time"

[Offender Search \(/OffenderSearch/InmateInfoMenu.aspx\)](#)[Visit an Inmate \(/www.dc.state.fl.us/ci/visit.html\)](#)[Correctional Institutions \(/www.dc.state.fl.us/ci/index.html\)](#)[Probation Services \(/www.dc.state.fl.us/cc/index.html\)](#)[FDC Jobs \(http://www.fldocjobs.com\)](http://www.fldocjobs.com)[Newsroom \(/www.dc.state.fl.us/comm/index.html\)](#)[Statistics \(/www.dc.state.fl.us/pub/index.html\)](#)

## Corrections Offender Network

### Offender Information Search

Please specify one or more of the following fields:

**No offender records were found that matched your search criteria. Please review your search criteria for misspellings and/or incorrect choices. If your search criteria is correct then remove some of the criteria to broaden the search.**

[Submit another search:](#)[Search Hints:](#)[Submit Request](#)[Last Name:](#)

Spelios

[First Name:](#)

Zachary

[DC Number:](#)[Search aliases?](#) ☒Do not show photos on the Offender List pages ☒*(Photograph will appear on the Offender Detail page only - this speeds up the Offender List page)*Show only offenders that have photos ☐

Limit matches to no more than per page

20

[Submit Request](#)[Clear Request](#)

The Florida Department of Corrections updates this information regularly, to ensure that it is complete and accurate, however this information can change quickly. Therefore, the information on this site may not reflect the true current location, status, release date, or other information regarding an offender.

This database contains public record information on felony offenders sentenced to the Department of Corrections. This information only includes offenders sentenced to state prison or state supervision. Information contained herein includes current and prior offenses. Offense types include related crimes such as attempts, conspiracies and solicitations to commit crimes. Information on offenders sentenced to county jail, county probation, or any other form of supervision is not contained. The information is derived from court records provided to the Department of Corrections and is made available as a public service to interested citizens. The Department of Corrections makes no guarantee as to the accuracy or completeness of the information contained herein. Any person who believes information provided is not accurate may contact the Department of Corrections.



## Registered Offender List

Search Criteria: Spelios, Zachary

No offenders found based off the search criteria.

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**Zachary Spelios**

1417 Catherine Street ♦ Key West, FL 33040 ♦ [zspelios@gmail.com](mailto:zspelios@gmail.com) ♦ 305-803-9310

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**OBJECTIVE:**

I am seeking an opportunity to apply my leadership, management and customer service skills as well as develop new skills while growing from the opportunity.

**EXPERIENCE:**

**Manager**

January 2017 – April 2018  
Key West, FL

Bagatelle and Nine One Five

- Run day to day operations
- Assist FOH and BOH staff to ensure all around exceptional service
- Monthly physical inventory
- Daily reports to ensure restaurant is operating at best profit potential by managing prime costs
- Maintain a clean and safe work environment for staff and customers.
- Liquor ordering
- Payroll

**Server/ Sushi Chef**

August 2014-November 2016  
Miami, FL

Sushi Sake (Country Walk)

- Opened and set up restaurant
- Provided fast exceptional service to all guests
- Kept restaurant clean and looking its best
- Helped manager, chefs, and other servers whenever needed
- Closed and cleaned restaurant

**Manager/Host**

July 2013 -August 2014  
Miami, FL

Randazzo's Little Italy

\*\*promoted to manager October 2013

- Ran day to day operations
- Purchased food and liquor in the most profitable way with limited waste and theft
- Kept record of employee tips and handled payroll
- Managed daily records and spreadsheets to report financial information in order to maintain the establishments operating at its highest profit potential.
- Negotiated private parties and events with guests to work inside their budget while still maintaining a substantial yield
- Trained my employees up-sell techniques and key customer employee interactions to overall satisfy the customers experience and maximize the incoming revenue.
- Assisted the staff in maintaining safe and clean conditions for customers
- Greeted Guests and solved discrepancies in a timely manner.

**Front Desk/Concierge,**

July 2013-October 2013  
Coral Gables, FL

Holiday Inn University of Miami,

- Assisted guests with check-in/check-out.
- Provided professional quick service and information for guests
- Resolved issues for guests efficiently.

**Assistant Production Manager \*\*promoted to manager May 2012**

December 2011-July 2013  
Miami, FL

Rene Ruiz Designs, INC.

- Facilitated Incoming orders and outgoing products

- Created a spreadsheet to organize and track orders resulting in a more efficient production line.
  - Managed the production of wholesale and custom orders for over 100 boutiques around the world
  - Helped the growth of the company by; Opening a showroom in NYC, opened a production warehouse in Hialeah, and cut costs of many company expenses
  - Handled Employee payroll
  - Worked with and provided clients with attentive efficient service
- 

**EDUCATION:**

Florida International University  
*B.A. International Business*  
*B.A. Management*  
GPA: 3.34

2013-2016

Miami, FL

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