



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 33191 | | 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 & 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>Run day to day operations, Food & 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> | |
| 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 & 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

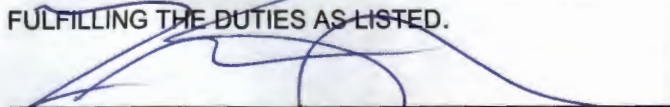
AGREEMENT

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

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

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.

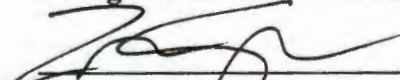
REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- 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:



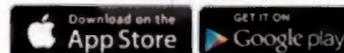
The Monroe County Sheriff's Office is a state and federally accredited law enforcement agency.



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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.

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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 ♦ 305-803-9310

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
